

Volunteer Human Resources Manager Wanted

The feature-length GrowthBusters documentary, *Hooked on Growth*, is in its final year of production and post-production. This global non-profit project will help modern society examine the values we need to embrace to become truly sustainable. The project seeks good souls with expertise to contribute.

Tasks

- Handle recruitment process, including advertising, interviewing and induction
- Act as the first port of call for most employee/volunteer relations enquiries and concerns
- Develop and oversee staff/volunteer policies and procedures, as appropriate
- Develop relevant activities to increase staff/volunteer job satisfaction

Time Commitment

- 5-10hrs p/wk for 6 months
- Start April, 2010 or as soon as available

Specific Skills/Experience

- Previous experience in a human resources role required, especially the management of volunteers
- Demonstrated excellence in written and oral communication
- Demonstrated skills in recruitment and policy development desirable

More Details

- Remuneration: This position is voluntary at present
- Reporting to: Co-Producers
- Location: Virtual a possibility, but Colorado Springs, CO USA helpful

If you're dependable and prepared to make a commitment to this project, please apply by sending:

- A brief email outlining your interest and suitability for this role
- Your resume/CV
- Links to work samples

Please send applications or queries to: info@growthbusters.org

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