



JOB TITLE: Human Resources (HR) Specialist (40 hour/week remote position)

REPORTS TO: Director of Finance & Administration

PRIMARY RESPONSIBILITIES

The Human Resources (HR) Specialist is responsible for various duties within the Finance and Administrative department. The HR Specialist manages benefits administration, staff training and professional development, compensation, recruitment, onboarding, and orientation of new staff and interns. This position makes policy recommendations and alerts management of any issues that require immediate attention. The Human Resources Specialist also communicates with all levels of staff and works closely with other members of the Finance & Administrative team to carry out duties.

SPECIFIC RESPONSIBILITIES

Onboarding/Recruitment

- Manages the recruitment of new staff, interns, and contract employees by posting open positions to various job boards and websites, coordinating interviews, and applicant tracking from beginning to end of recruitment lifecycle. This includes communicating status of position to applicants.
- Performs pre-offer reference checks and works with the Director of Finance & Administration (Director) to prepare offer.
- Coordinates new staff IT setup, including email, computer, and phone.
- Prepares and collects new hire paperwork/information and tracks status in HRIS system.
- Conducts orientation of new employees by explaining company or organization policies, procedures, and benefits, and prepares new employee packet.
- Conducts exit interview, gathers company equipment, keys, associated paperwork, and coordinates with IT services provider to close out account access for staff no longer with the agency.

Staff Trainings and Professional Development

- Recommends policies and procedures surrounding staff trainings and professional development.
- Coordinates and organizes employee informational workshops, Annual Benefit Open Enrollment meetings, benefit and wellness activities, and other staff trainings.
- Serves on the agency's Equity Leadership Team and makes recommendations to align internal policies and procedures with mission of the Equity Leadership Team.
- Manages annual review process with Director and works to ensure equitable policies and procedures are in place.

Employee Records, Policies, Procedures and Compliance

- Maintains and updates employee handbooks, organization charts, job descriptions, confidential records, and employee communication portals/internal communications HUB.
- Updates existing personnel policies and procedures and assists in the development of new personnel policies/procedures.
- Assists with conducting the annual Employee Survey.
- Compiles annual performance reviews and files appropriately.
- Ensures compliance with labor laws, EEOC, and participates in HR continuing education opportunities.

- Assists Director with conducting annual compensation analysis.
- Updates employee personnel records in HR/Payroll system.
- Assists Director of Finance & Administration in administering health benefit plans including renewal and communicates details of employee benefit plans to employees.
- Addresses any employment relations issues, such as work complaints and harassment allegations.

Other

- The Human Resources Specialist is expected to assist with other duties as needed. Occasional weekend and/or evening hours may be required based on need (examples include working during conferences, trainings, or fundraising events).

JOB QUALIFICATIONS

- Bachelor's degree in human resources management, Business Administration or related major.
- Five or more years of experience in Human Resources, preferably with a focus on diversity, equity and inclusion initiatives/strategies.
- Ability to analyze data, run reports, and provide requested information.
- Proficient in Human Resources (HR), Human Resources Information System (HRIS) and HR communications HUB/Intranet/Portals.
- Working knowledge of labor laws, personnel rules, and regulations.
- Excellent organizational, planning, and problem-solving skills.
- Excellent verbal and written communication skills.
- Strong listening skills.
- Certified with SHRM or HRCI desired but not required.

Send cover letter and resume to info@preventchildabusenc.org.

Position is open until filled. No phone calls, please. EOE.

Salary Range: \$50,752 - \$58,385