

JOB DESCRIPTION

Human Resources Director

General Nature of Position: The Human Resources Coordinator is responsible for handling the agency's human resources-focused tasks and assisting with related financial tasks. This is a full-time, exempt position.

Preferred Qualifications: Associate or higher degree and/or 3/5 years of relevant experience. Flexibility and a diverse skill base. Strong communication, organizational, and writing skills, including effective use of social media and website development. Commitment to and understanding of addressing sexual violence, anti-oppression work, and other social justice issues. Valid driver's license.

Reports to: Senior Director of Finance and Human Resources

Specific Duties:

- Human Resources—
 - Conduct hiring processes (i.e., advertisements, spreadsheets for interview process, communications with candidates, etc.).
 - Conduct consistent orientation processes for new employees (i.e., office tour, new employee forms, document review, etc.).
 - Develop and maintain comprehensive procedures manuals, one for all staff and one for supervisory staff.
 - Handle communications and paperwork associated with fringe benefits.
 - Collect and review timesheets for completeness and accuracy.
 - Process time-off requests.
 - Collect and review employee travel/reimbursement forms and advances.
 - Maintain up-to-date job descriptions and alternative work agreements.
 - Maintain up-to-date staff contact list and Board contact list.
 - Maintain staff meeting facilitator/recorder schedule.
 - Serve as grievance point person/liaison.
 - Conduct employee termination processes (i.e., exit interviews, return of NYSCASA property/items, forward/delete email, forward/change voicemail, etc.).
 - Serve as point person to identify appropriate NYSCASA projects/opportunities for potential interns/volunteers.
 - Conduct consistent orientation processes for new interns/volunteers (i.e., forms, policies, etc.).
 - Handle sunshine club tasks (i.e., organize date, route card, consider food, etc.).
- Project Support—
 - Assist with answering agency phones.
 - Ensure each staff member has the functioning equipment and related technology necessary to fulfill project objectives and tasks; coordinate with computer/IT consultant as needed.
 - Track and order supplies required for all project deliverables.

- Serve as liaison between staff and landlord regarding office-related issues.
- Maintain staff cleaning schedule, including marking group calendar; schedule external cleaning service on a regular basis.
- Handle SEFA/United Way/CFC paperwork in a timely manner.

- Other Activities—
 - Represent NYSCASA on committees, meetings, community events, conferences, and listservs.
 - Complete required reports.
 - Participate in professional development.
 - Attend NYSCASA meetings.
 - Assist with NYSCASA's annual conference and any other events.
 - Perform other duties as assigned by the Director of Finance and Human Resources.

Starting Salary: \$37,500

Please send resume and coversheet to Sandra Siciliano at ssiciliano@nyscasa.org

Search opened Feb.14, 2017