

Job Title: Manager, Human Resources
Department: Finance and Administration
FLSA: Non-Exempt, Full-Time
Date Revised: October 2019



General Summary: For more than 40 years the Jesuit Volunteer Corps has engaged brave young believers in vital service within poor communities, fostering the growth of leaders committed to faith in action. The global nonprofit and their network of over 10,000 Former Jesuit Volunteers support approximately 250-300 Jesuit Volunteers each year as they work for justice in 37 U.S. cities and six countries abroad. For more information please visit jesuitvolunteers.org.

As an organization committed to advancing racial equity and inclusion, the Jesuit Volunteer Corps encourages applications from candidates of all ages, races, classes, gender identities, sexual orientations, religions, languages, and physical abilities.
Principal

Principal Duties and Responsibilities: JVC is seeking a Manager, Human Resources. This is an expanded role for a department of one that will be responsible for compliance, employee relations, payroll, benefit plans and interaction with volunteers.

- Administers various human resource plans and procedures for all company personnel; assists in the development and implementation of personnel policies and procedures; prepares and maintains Employee Handbook and policies and procedures manual.
- Processes payroll and workers compensation claims
- Administers the compensation program; monitors the performance evaluation program and revises as necessary
- Performs benefits administration to include claims resolution, change reporting, and communicating benefit information to employees and annual renewal negotiations
- Implement necessary corrective actions
- Conducts full-cycle recruitment effort for all positions and conducts new-employee orientations
- Handles employee relations counseling and conflict resolution
- Ensures compliance with federal and state regulations concerning employment

Requirements

- Ten or more years or more experience in Human Resources (Department of 1)
- HR certification through HRCI or SHRM preferred
- Essential knowledge of local/state/federal laws and regulations
- Working knowledge or trainable in ADP Workforce Now

- Intermediate to advanced skill in MS Excel and overall proficiency in all other MS Office programs
- Excellent verbal/written communication and organization skills
- Effective problem-solving and decision-making skills
- Experience applying effective conflict resolutions skills in the workplace

Knowledge, Skills, Abilities

- Able to recruit, train, motivate, and manage staff
- Ability to interpret material provided by management and other sources
- Outgoing and patient personality with excellent customer relations ability
- The ability to excel at details, multi-tasking, troubleshooting, and working under pressure
- Self-starter with proven initiative
- Collaborative and team oriented
- Flexible, ability to adjust to changing circumstances

Working Conditions

- Typical workday of 9am to 5pm with a 1-hour meal period
- Large amounts of office work; must have the physical ability to sit and stand for long periods of time and perform daily activities from a desk and must be able to operate a computer and other office equipment
- Given office layout, must have the ability to climb two flights of stairs several times a day

<p>NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.</p>
