

POSITION: Human Resources Specialist

Pay Range: \$24.20 - \$34.85, based on experience

GENERAL RESPONSIBILITIES: The HR Specialist is responsible for leading and coordinating recruitment, selection, and onboarding activities across all Partners for Community Development locations and programs. This position serves as a key partner to managers and leadership in identifying staffing needs, attracting qualified candidates, creating a positive candidate experience, and ensuring new employees are successfully integrated into the organization.

This position will establish and maintain consistent, efficient, professional recruitment and onboarding practices across all locations while also providing general human resources support to employees and managers. The HR Specialist will help strengthen Partners' ability to attract, hire, develop, and retain talented employees who are committed to the organization's mission and values.

The successful candidate will be highly organized, approachable, responsive, and comfortable working with employees and managers at all levels. They will be a trusted resource for managers, a welcoming first point of contact for candidates and new employees, and a champion for consistent and positive employee experience.

ESSENTIAL FUNCTIONS:

Recruitment & Talent Acquisition

- Lead the full-cycle recruitment process for positions throughout the organization, from identifying staffing needs through selection and offer.
- Partner with department leaders and managers to understand workforce needs, position requirements, and desired candidate qualifications.
- Develop and maintain effective recruitment strategies to attract qualified and diverse candidates for positions across all Partners' locations.
- Create, review, and update job descriptions and postings in partnership with hiring managers and leadership.

- Post positions on employment websites, social media platforms, community resources, professional networks, and other recruitment channels.
- Develop and maintain relationships with colleges, workforce development organizations, employment agencies, community organizations, and other talent pipelines.
- Screen applications and conduct preliminary interviews.
- Coordinate interviews and maintain timely communication with candidates throughout the hiring process.
- Assist managers with interview preparation, candidate evaluation, reference checks, and selection decisions.
- Ensure recruitment and selection practices are equitable, legally compliant, and aligned with organizational policies.
- Track recruitment metrics and identify opportunities to improve hiring outcomes and recruitment efficiency.
- Maintain accurate recruitment records and applicant tracking data.

Onboarding & New Employee Experience

- Own and manage the organization-wide onboarding process for all new employees, ensuring a consistent and positive experience across all locations.
- Ensure completion of new hire paperwork, background checks, employment verifications, and required documentation.
- Create a welcoming, organized, and consistent onboarding experience regardless of an employee's location, department, or position.
- Coordinate enrollment and communication regarding payroll, benefits, policies, safety procedures, confidentiality requirements, and employment expectations.
- Collaborate with supervisors to ensure department-specific training and onboarding activities are completed.
- Develop and maintain onboarding checklists, timelines, training materials, and resources.

- Monitor onboarding progress and conduct follow-up meetings with new employees and supervisors during introductory periods. Maintain appropriate documentation to ensure onboarding requirements are completed consistently and in a timely manner.
- Coordinate and track completion of the employee 90-day introductory reviews.
- Evaluate onboarding effectiveness and recommend improvements based on employee and manager feedback.

Multi-Location HR Coordination

- Establish and maintain consistent recruitment, onboarding, performance management, and HR administration processes across all Partners' locations.
- Regularly communicate with managers and supervisors regarding staffing needs, workforce planning, and employee relations matters.
- Monitor staffing vacancies, recruitment activity, turnover trends, and workforce metrics across locations.
- Ensure managers have the tools, resources, and guidance necessary to effectively recruit, onboard, develop, and retain employees.
- Conduct periodic reviews of HR practices to ensure consistency, compliance, and operational effectiveness.
- Travel to Partners' locations as necessary to support recruitment, onboarding, training, employee engagement, and other HR activities.
- Support employee engagement initiatives and help foster a positive organizational culture.
- Assist with organizational communications and employee recognition programs.

Human Resources Administration & Support

- Maintain accurate, complete, and confidential employee records in compliance with organizational policies and legal requirements.
- Update and manage employee data, ensuring data integrity and accuracy.
- Process and maintain documentation related to employee status changes, compensation updates, leave requests, training, disciplinary actions, workers' compensation, unemployment claims, and separations.

- Prepare, file, and retain HR forms, notices, correspondence, and other employment related documents in accordance with records retention requirements.
- Conduct periodic audits of personnel files and HR records to ensure completeness, accuracy, and compliance.
- Assist with employment verifications, personnel record requests, and routine employee inquiries regarding HR policies, procedures, and benefits.
- Support policy administration, employee relations activities, leave administration, and other HR programs by providing administrative and documentation support.
- Generate HR reports, maintain workforce data, and assist with audits, compliance initiatives, and special HR projects.
- Maintain current knowledge of employment laws, regulations, and HR best practices relevant to assigned responsibilities.
- Assist in ensuring compliance with federal, state, and local employment laws, regulations, and reporting requirements.
- Safeguard the confidentiality and security of employee information and perform other duties as assigned.

QUALIFICATIONS

Required:

- Associate's degree in human resources, Business Administration, Organizational Development, or a related field; equivalent combination of education and experience may be considered.
- Minimum of three years of progressive human resources experience, with significant experience in recruitment and onboarding.
- Demonstrated experience managing full-cycle recruitment processes.
- Strong knowledge of employment practices, recruitment principles, and onboarding processes.
- Excellent written, verbal, and interpersonal communication skills.

- Strong organizational skills and the ability to manage multiple priorities and locations.
- Demonstrated ability to maintain confidentiality and exercise sound judgment.
- Proficiency with Microsoft Office and HRIS or applicant tracking systems.
- Ability to build strong working relationships with employees, managers, candidates, and community partners.
- Valid drivers' license, reliable transportation, and the ability and willingness to travel between Partners' locations as needed.

Preferred:

- Bachelor's degree in Human Resources, Business Administration, or related field.
- SHRM-CP, PHR, or comparable HR certification.
- Experience supporting a multi-site workforce.
- Experience in nonprofit or human services organizations.