



JOB DESCRIPTION

JOB TITLE: Human Resources Administrator

Job: Code: HRA-0523

STATUS: Full-Time Non-Exempt

Imprints Cares is an early childhood education nonprofit where our mission is To Nurture Children for Lifelong Success. The Human Resources Administrator serves as an ambassador of Imprints Cares and will play an important role in reinforcing our One Team culture. The Human Resources Administrator is responsible for managing all human resources related tasks; providing professional operational assistance to internal and external stakeholders; and will be a helpful and positive presence in the workplace.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Maintain a clear understanding of organizational policies and procedures as well as human resources policies, procedures, state and federal laws, standards, or regulations.
- Organize, update, and maintain HRIS database and physical employee records.
- Maintain current knowledge of Equal Employment Opportunity (EEO) and affirmative action guidelines and laws, such as the Americans with Disabilities Act (ADA)
- Ensure that all staff job descriptions are reviewed, and salary equity reviews are completed annually.
- Coordinate hiring efforts, to include but not limited to, filling open staff positions by ensuring positions are posted, communicating with candidates, scheduling interviews, and compiling interview feedback, and launch of offer letters.
- Conduct new hire orientations and manage the onboarding process, including all hiring-related paperwork, background checks, orient new hires to HRIS and payroll database, benefits enrollment, and termination.
- Provide education and enrollment into employee benefits programs (Medical, Dental, Vision, 403b, Flexible Spending Account, short term disability, long-term disability, workers' compensation, leave of absence, COBRA benefits, etc.)
- Lead addressing employee relations issues, such as harassment allegations, work complaints, or other employee concerns in a respectful manner.
- Work closely with Business Operations Director to help identify opportunities for improvement within the Human Resources department.
- Attend job fairs as required.

The above list of duties is intended to describe the general nature and level of work performed by people assigned to this classification. It is not to be construed as an exhaustive list of duties performed by the people so classified, nor is it intended to limit or modify the right of any supervisor to assign, direct and control the work of employees under his/her supervision.

- Act as a liaison between HR and Finance to provide reporting information as needed.
- Promotes a culturally inclusive work environment.
- Flexible and open to working on a variety of assignments.
- Other duties as assigned.

MINIMUM QUALIFICATIONS:

- 3+ years HR Experience and/or HR certification.
- Bachelor's Degree (related field) required.
- Thorough knowledge of labor relations and laws.
- Experience with a thorough knowledge of office management.
- Excellent interpersonal and communication skills (both verbal and written)
- Passion for the non-profit sector and a commitment to the Imprints Cares mission
- Highly organized and detail oriented with a strong work ethic.
- Demonstrated ability to prioritize workload and meet deadlines.
- Easily adapts to changes/challenges in a rapidly growing organization.
- Works well in a team but also individually
- Open to learn new systems, software, and platforms.
- Ability to maintain confidentiality and security of sensitive information.
- Proficient in Microsoft Office (Word, PowerPoint, Excel)

REPORTING RELATIONSHIP:

The Human Resources Administrator will report directly to the Director of Operations with a secondary reporting responsibility to the Executive Director.

The above list of duties is intended to describe the general nature and level of work performed by people assigned to this classification. It is not to be construed as an exhaustive list of duties performed by the people so classified, nor is it intended to limit or modify the right of any supervisor to assign, direct and control the work of employees under his/her supervision.