



Human Resources Manager

Work Schedule: Full-time, Monday through Friday

Work Site: HFHGB Mass Ave office Tuesday through Thursday, with availability to travel as needed to construction sites and ReStore locations, remote work opportunity on Mondays and Fridays

Do you have experience as a one-person HR department?

Are you excited to build an HR function as the first HR professional in-house?

Are you drawn to a compelling mission and a hybrid work schedule?

Habitat for Humanity Greater Boston, at 40 employees and growing, is hiring their first Human Resources Manager. You'll be taking over the following key responsibilities from the Director of Operations and an external Human Resources consultant, with continuing support from the consultant on high-level projects and some administrative support:

- Update Employee Handbook and develop other human resources policies as needed.
- Coordinate all recruiting, hiring, and onboarding activities.
- Administer bi-weekly and year-end payroll functions. Maintain employee information in payroll/HR system.
- Assess organization's training needs, including mandated training, coordinate internal and external training, and ensure that all required trainings are completed.
- Create and update job descriptions, maintain and update performance review process, and train and coach supervisors in performance management.
- Maintain and update compensation policy and structure and coordinate all compensation decisions with senior leadership.
- Develop career paths, succession plans, and employee development plans; collaborate with executive team to plan changes in organizational structure to meet business needs.
- Coordinate terminations, resignations, and leaves of absence. Work with managers to resolve performance issues. Respond to employee questions and grievances.
- Oversee employee events and internal newsletter. Plan and implement other employee relations programs.
- Manage all benefit programs. Coordinate plan design decisions, vendor selection, and open enrollment. Coordinate with Finance Department regarding tax and audit requirements.
- Work with Safety Officer to plan and implement safety programs. Coordinate worker's compensation program.
- Act as primary liaison to Insperity (professional employer organization) regarding system setup and maintenance.
- Develop departmental budget and assist other managers with human resources-related budget elements.

We recognize that job-related experience can come in many forms, and we take a broad look at the experience of each applicant. With that said, our ideal candidate will have most or all of the following qualifications:

- Minimum five years' experience in human resources, including the full range of human resources functions.
- Minimum two years' experience as solo or primary Human Resources manager.

- Nonprofit experience preferred; construction and/or retail experience helpful.
- Bachelor's Degree in Human Resources, business, psychology, or related field.
- Excellent oral and written communication skills, presentation skills, and project management skills.
- Proficiency in Microsoft Office suite and payroll/HRIS software.
- Commitment to HFHGB mission, vision, and core values.
- Ability to travel to all HFHGB work sites, including office, construction sites, and ReStore locations.

Habitat for Humanity Greater Boston provides a competitive pay and benefits package, a supportive environment, and room to grow with this growing organization.

Please send your resume to rpardoe@habitatboston.org. For priority attention, please provide a cover letter and salary expectations.

About Habitat for Humanity Greater Boston:

Habitat for Humanity Greater Boston is dedicated to building simple, low-cost homes in partnership with low-moderate income families who need decent and affordable housing. We believe homeownership is a transformational tool in promoting equity and helping families and communities maintain stability. Habitat for Humanity Greater Boston is an independent affiliate of Habitat for Humanity International.

Habitat for Humanity Greater Boston is committed to creating a diverse workplace environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, marital status, national origin, genetics, age, physical or mental disability, veteran/reserve national guard status, or any other status or characteristic protected by law.