POSITION DESCRIPTION

JOB TITLE: Human Resource Manager (Part-Time)
DEPARTMENT: Finance and Administration
LOCATION: United Way of Greater Greensboro
REPORTS TO (Title): VP, Finance and CFO
FLSA STATUS: Non-exempt
SALARY RANGE: 25,000 to 40,000
UPDATE DATE: January 2022

Position Summary
The HR Manager is a part-time position that is newly created for the increased success and development of team members within the organization. We are in the people business and this role will ensure that we have a healthy and productive workplace where everyone works to realize the established mission and objectives. Promoting corporate values and shaping a positive culture are key aspects to of the HR Manager function. The HR Manager is responsible for:

- Development of objectives and systems, including reporting, metrics, and evaluation
- Promoting a healthy organizational culture that aligns with the shared values and stated mission
- Reviewing and establishing personnel procedures, policies and protocols (COVID-19)
- Adherence to legal compliance of HR state and federal regulations and applicable employment laws, and update policies and/or procedures as required
- Maintaining a continued organizational focus on diversity, equity and inclusion
- Be trusted to provide HR advisory service in relation to all employee-relations matters

Scope of Responsibilities
People Services:
- Monitor and strengthen employee engagement and team connectivity
- Support employee communication and feedback programs
- Coordinate employee training and opportunities for professional development
- Drive the performance management and organizational review processes
- Support succession planning goals and initiatives

Operational Tasks:
- Process bi-weekly payroll, including updates to employee files
- Coordinate with consultant to administer annual benefits renewal process
- Coordinate all activity with third-party benefit brokers and consultants
- Support the administration process of job description review staff recruitment and hiring
• Facilitate all administrative tasks for onboarding, new hire orientation, and exit interviews
• Manage employee personnel files and assist the team with data management and reporting
• Process transactions associated with new hires, compensation and employment changes, and terminations, employee verification, etc.
• Facilitate benefit and I-9 compliance, auditing and following-up as necessary
• Collaborate with management around special HR related projects
• Liaise with the HR Committee

Key Competencies:
• Proven experience working in an HR department
• Ability to maintain strict confidentiality
• Demonstrate professional maturity at all times
• Natural interpersonal, communication skills and cultural awareness
• Strong detail-oriented and resourceful mindset
• Resourceful, problem-solving aptitude and thorough knowledge of HR procedures and policies
• Ability to work in fast-paced environment with multiple priorities
• Knowledge of HR federal laws and regulations
• Desire to learn new technical systems as needed

Education and Experience Requirements:
Bachelor’s degree in HR, business, or a related field
SPHR or PHR certified required
Knowledge HRIS systems,
Experience with Paychex system preferred
Minimum 5-7 years related work experience
PC Skills - Proficient in Microsoft Excel and Word