



## **POSITION ANNOUNCEMENT PART TIME HUMAN RESOURCE MANAGER**

Vera House, Inc. is a human service agency providing comprehensive domestic and sexual violence prevention and intervention services.

The primary function of the Part Time Human Resource Manager is to collaborate with the Executive Team to develop the organization's Human Resources by planning, implementing, and evaluating employee relations and HR policies, programs, and practices. The anticipated hours for this position are 20 hours per week.

### **Responsibilities:**

- Maintain the work structure by updating job requirements and job descriptions for all positions.
- Support the organizations staff by establishing a recruiting and interviewing process; counseling managers on candidate selection; conducting and analyzing exit interviews and recommending changes.
- Collaborate with the Education Department, Executive Team and Supervisors to establish onboarding orientation and training programs.
- Oversee the onboarding for all new hires and administration of terminations, layoffs, transfers, promotions and other personnel actions.
- Ensure planning, monitoring and appraisal of employee work results by coaching and training managers to coach and discipline employees; hearing and resolving employee grievances.
- Review and enforce management guidelines by preparing, updating, and recommending human resources policies and procedures.
- Manage the annual performance review and feedback process.
- Manage a pay plan by conducting periodic pay surveys; implementing a compensation program to ensure pay equity and the organization's ability to attract and retain top talent.
- Collaborate with the Executive Team and HR Specialist in the implementation of policies and procedures, along with ensuring employee handbook is current.
- Create and maintain a Supervisor's Handbook to ensure clear expectations and consistency of roles across the Agency.
- Coordinate with the HR Specialist to ensure the day to day implementation of benefits, payroll and legal compliance needs of the employees and Agency are met.
- Perform duties assigned that are not listed above.

### **Qualifications:**

- Bachelor's Degree preferred with at least 3-5 years of HR talent and performance management.
- Comfortable communicating and interfacing electronically: Proficient in MS Office, payroll systems and HRIS. Experience with ADP preferred.
- Ability to work effectively in a crisis orientated environment with diverse individuals.

- Ability to handle extremely confidential/sensitive information and situations.
- Strong interpersonal skills with the ability to work with individuals at all levels of the organization.
- Excellent verbal and written communication skills.
- A self-starter, possessing strong administrative skills and the ability to work independently without supervision.
- Experience working effectively with people of diverse backgrounds.
- Flexible; able to adapt to change quickly.
- Highly developed time management, organizational and prioritization skills.
- Strong conflict resolution skills with both internal and external contacts.
- Understands and values racial equity as an organizational operating principle and is committed to continued learning on issues related to race, equity, diversity and inclusion.

**Hourly Pay - \$21.00 - \$23.10 per hour; based on a 20 hour work week.**

Bilingual/bicultural candidates are encouraged to apply. Vera House is an Equal Opportunity Employer.

**Interested candidates should submit a resume and cover letter to:**

**Hiring Manager  
Vera House, Inc.  
723 James Street  
Syracuse, NY 13203  
E-mail: [jobs@verahouse.org](mailto:jobs@verahouse.org)  
NO PHONE CALLS PLEASE**