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Position: Human Resource Specialist

Purpose: This position provides support for the processes and procedures associated with recruitment, hiring, onboarding, employee relations, compensation, and benefit programs, as well as workplace safety. This position provides general HR support to other positions.

Responsibilities:

- Support best practices for recruitment, hiring, onboarding, and employee retention
 - Recruitment responsibilities include using marketing and outreach skills to find qualified and diverse candidates.
 - Hiring responsibilities include coordinating and screening applications, arranging interviews, extending offers, and performing reference and background checks.
 - Onboarding tasks include orientation and logistics for new employees which includes preparation of workspaces, equipment, and system logins (e.g. cell phones, phone numbers, emails, badges, business cards) and completing related new hire documentation.
 - Retention efforts include assisting with recognition efforts, celebrations, supporting conflict resolution processes, and supporting the evaluation and reporting of employee engagement.
- Stay up to date on employment trends, best practices, and legal issues
- Monitor internal HR systems and ensure compliance with internal policies and external requirements (e.g. grants and laws)
- Contribute to Diversity, Equity, and Inclusion policies and processes
- Act in the role of ombuds to coach and advise staff and otherwise facilitate resolution of concerns of staff, interns, volunteers, clients, and agency partners and guests
- Work with Supervisors (and HR contractors when applicable) to evaluate job descriptions and recommend appropriate and competitive wage scales and benefits
- Support the Finance Director with timesheet and payroll processes; work with Finance Director to coordinate group health insurance and other employee benefits
- Participate in site visits with auditors and grantors. Understand requirements and prep files, and other documents for these visits
- Lead and/or support special projects (e.g. Employee Handbook, Supervisors Manual, implementation of Zenefits features, expanding benefits)
- Maintain employee contact lists and complete regular two-year and position-change background checks for staff and volunteers
- Coordinate training
 - Facilitate assigned annual training; attend or help delegate train the trainer training and become certified as needed; learn and coordinate ongoing and annual training requirements
 - Ensure completion of onboarding, site visits, and necessary training is completed within the required time track

- Coordinate and track staff training such as Food Handlers, Life Space Crisis Intervention
- Help ensure compliance throughout the agency
- Assists with the implementation and administration of workplace safety programs
- Maintain a comprehensive understanding of organizational programs and needs
- Act as an agency representative at community meetings, staff meetings, and trainings
- Act as a positive spokesperson and advocate for the organization
- Other duties as assigned

Qualifications

- Requires Bachelor's Degree in Human Resource Management from an accredited program.
- Requires 2+ years of human resources experience.
- Experience in a nonprofit environment is helpful.
- Proficiency with Google Apps (Gmail, Calendar, Docs, Sheets, Slides) and Microsoft Office (Word, Excel, PowerPoint, Access)
- Ability to use human resource management software; comfort learning new computer systems and software is a plus
- Excellent interpersonal, decision-making, organizational, leadership, and communication skills
- Able to work effectively both independently and as a member of a team
- Demonstrate cultural sensitivity and an ability to work with people from diverse cultural backgrounds
- Ability to maintain confidentiality, engage in respectful and collaborative problem solving, and show professionalism in interactions with others
- Ability to pass a criminal history check
- Ability to work some evenings and weekends when needed

Pay & Benefits: This position is a non-exempt, full-time (40 hours/week) with salary starting at \$45,760/year (\$22.00/hour equivalent). Benefits include paid time off and holiday pay; substantial employer contribution toward medical insurance; voluntary dental and vision plans; participation in the OregonSaves retirement plan, access to the Employee Assistance Program (EAP), and discounted personal wireless phone service for Verizon customers. Employees have access to extensive learning and development opportunities related to youth homelessness, along with job-specific opportunities to improve professional knowledge and skills.