



IRONBOUND COMMUNITY CORPORATION

Job Description Form

Program Name:	Admin	
Job Location:	317 Elm Street & Travel to other ICC locations	
Job Title:	Human Resources Manager	
Reports to:	Hazel Applewhite	Title: Chief Financial Officer

Hours:	FLSA Status	Type of position:	Other comments:
	<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt	<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Consultant/Contractor <input type="checkbox"/> Part-time <input type="checkbox"/> Intern	

JOB DUTIES

The Ironbound Community Corporation (ICC) is a 50-year nonprofit organization whose mission is to engage and empower individuals, families and groups in realizing their aspirations and, together, work to create a just, vibrant and sustainable community. ICC strives to address the needs of our diverse, multi-lingual, multi-cultural community. Today, ICC serves more than 1,000 children and families every day with a wide range of programs and services. ICC also strengthens communities through advocacy, neighborhood organizing, and community development initiatives.

With the support of the administrative team, s/he will be responsible for building a human resources function at ICC. Responsibilities will range from ensuring legal compliance with federal and state employment law and workplace regulations to supporting the development and maintenance of a healthy organizational culture reflective of ICC's values (empathy, mutual respect, fairness and transparency, commitment to excellence, and accountability) and longtime commitment to equity and justice. ICC values its staff members as critical to achieving its mission and is committed to their professional and personal development. The Human Resources Director is seen as key to creating an updated personnel handbook; designing an effective orientation for each new staff member that will introduce him or her to the entire organization of which they are becoming a part and familiarize them not only with the structure and activities of the organization, but also, its culture and values; re-designing and implementing an effective system of performance reviews; and creating an annual training plan and overseeing the delivery of professional training to the entire staff. ICC is looking for someone who can see what needs to be done and formulate a response to present to the administrative team.

ROLES AND RESPONSIBILITIES

- Establish an effective Human Resources function
- Support the development and maintenance of a healthy organizational culture reflective of ICC's values (empathy, mutual respect, fairness and transparency, commitment to excellence, and accountability)
- Help each ICC staff member realize his or her full professional potential
- Consult with staff and managers about how to best approach personnel issues
- Provide coaching and counseling to management on progressive discipline and employee relations matters
- Ensure that ICC staff policies and practices are in compliance with all federal, state and city regulations
- Support the development of ICC's human capital by assisting in hiring and retaining staff

- Create a comprehensive staff orientation program that will effectively introduce each staff member to the entire organization of which they are becoming a part and familiarize him or her not only with the structure and activities of the organization, but also, its culture and values
- Conduct a training needs assessment and create an annual training calendar combining departmental trainings with organization-wide trainings sponsored by HR

JOB SPECIFICATIONS OR QUALIFICATIONS, SPECIAL WORKING CONDITIONS

- Alignment with ICC's mission and values
- A bachelor's degree or higher and a minimum of 3-5 years' experience in human resources
- Knowledge of federal and state employment requirements and experience in compliance practice
- Experience in working in a non-profit environment preferred
- Ease in working with people of different backgrounds and levels of education
- Works collaboratively with others and able to work as part of a team, both as leader and team member
- Bi-lingual in Spanish preferred, but not required
- Ability to present information orally, clearly and with enthusiasm
- Results-oriented, a self-starter, innovator
- Fluency in Microsoft Office Suite and database management
- Experience with HRIS and/or Applicant Tracking Systems desirable

ICC is an Equal Opportunity Employer and is committed to further building and maintaining a staff that reflects the full range and diversity of our community. We are looking for a diverse applicant pool and strongly encourage women of color, persons with disabilities, immigrants, members of the LGBTQ community, and people from low-income and working class backgrounds to apply.

If interested, please send a resume and cover letter to hiring@ironboundcc.org with the subject line "Human Resources Manager"