

## Job Posting

"Mission First; People Always" – that's our HR mantra!

Why RiseBoro? Why Now? RiseBoro *is* the destination employer in Brooklyn, New York. Our *mission* says it all. This is *the* time to join the organization during its *Renaissance* Period! This is *one-stop shopping* for growing your *career* and establishing your professional *brand*. Our employees are our "*secret sauce*". Believe it: Check out the website: [www.riseboro.org](http://www.riseboro.org) or Google news about us.

### POSITION

Assistant Director of Human Resources

### REPORTS TO

Vice President, Human Resources

Join a wicked smart, agile and fun-loving Human Resources Team working in a flat, team - driven HR department structure. Yes, flat! Don't be fooled, accountability, efficiency and transparency are important to us. This is an incredible opportunity for the HR professional who desires exposure, support and access to tremendous professional growth and learning opportunities for reaching "your next level". What's in it for YOU? Bottom line: HR/OD proficiency. What does that look like? Your knowledge base will deepen; your skills will become sharper; your passion for human resources and organizational effectiveness (the way these disciplines were meant to be applied) will most certainly be elevated. What will insure your success on this team? Emotional intelligence, a sincere commitment to sharing your expertise and the willingness to learn (this means admitting that you don't know everything). Sound too good to be true? Apply and see!

**The Assistant Director of HR position is designed for that Human Resources Manager or Assistant HR Director who's looking to evolve their career into a Director of HR or more senior Human Resources leadership role that can cross industries and business sectors. You know you have "HR Experience" but you need the opportunity, resources and the environment to develop more refined management, leadership skills and gravitas. You want the company and your manager to be invested in you - plain and simple. You also want to learn from other leaders willing to share their experiences, tools-of-the-trade while giving you the chance to make the mistakes that accompany learning and growth. You want all this to occur without judgement, criticism or loss of confidence in you. RiseBoro can do this for you if you're willing to roll up those sleeves and give this a chance.**

### ESSENTIAL DUTIES AND RESPONSIBILITIES

#### LEADERSHIP / MANAGEMENT

- The position will function as a Senior Human Resources Business Partner for multiple divisions, manage 3 HR Business Partners and provide back up to HR Business Partners.
- This individual will need to be creative, forwarding thinking and proficient in the following HR disciplines: Employee/ Labor Relations, Onboarding, Talent Acquisition, Total Rewards, Strategic benefits management, Performance Management, HRIS and Compliance.
- This position can make significant impact for RiseBoro and the HR Department by thoughtfully advancing sustainable, scalable business solutions and forging impactful work-

related partnerships with stakeholders. Be a problem solver who can smartly navigate complex situations.

- Must be smart in knowing when to roll with the tide but know when and how to push back for the greater good of the organization and its mission.
- Willingness to take action and eager to pursue new opportunities and tough challenges with a sense of urgency, high energy, and enthusiasm.
- Able to influence without authority meaning they are able to persuade others and gain their support and commitment through communication and engagement.
- Work with business partners and leadership to analyze complex issues, design effective solutions, and facilitate best practices and target change.
- Build and maintain effective relationships with staff at all levels by leveraging organizational knowledge to improve work relationships, build morale, increase productivity and retention.
- Actively participate in Vendor management; terms and contracts.

## **HUMAN RESOURCES PROFICIENCY**

- Provide employee relations support to assist employees and managers in resolving conflict management issues. Conduct effective, thorough and objective fact finding processes. Play an active role in preparing, reviewing and finalizing relevant documentation.
- Carefully track and update Employee Relations Tracker data with focus on correctly prioritizing employee relations matters and completely resolving matters within reasonably established time frames.
- Actively participate in and provide relevant contextual information for scheduled General Counsel/ Human Resources meetings focused on mitigating risk as it relates to employee/ labor relations matters.
- Conduct program-level new hire orientation; support broader organizational Onboarding efforts; function as a point-of-contact for new employee inquiries to insure successful transition.
- Support the employee off-boarding process including administration of exit interview process.
- Liaison with unions for respective Divisions and support CBA interpretation and renewal activities.
- Be point-of-contact for enrolling and educating employees into organizational employee benefits & total rewards programs (Medical, Dental, Ancillary benefits, Retirement plan, FSA, etc.) as well as Worker's Compensation, Unemployment, FMLA and other LOAs for assigned Divisions.
- Remain current on legal compliance and changes including federal, state, and local laws, and work with leadership to implement changes as appropriate.
- Drive employee engagement through supporting various annual/ semi-annual initiatives as well as providing feedback to leadership on employee engagement efforts.
- Build strong relationships with key people in the Division and across program locations by connecting and communicating with them about their concerns and insights frequently.

## **ORGANIZATIONAL EFFECTIVENESS/ HRIS**

- Collaborate with the Organizational Effectiveness / People Experience Team to implement and communicate core HR systems and organizational health initiatives.
- Apply HRIS, HR process knowledge and communication skills to train / re-train program level employees on ESS functionality.

- Facilitate trainings/ refresher workshops on various trainings (sexual harassment, policies and procedures, teamwork, etc.).
- Partner with VP of Human Resources on various compliance reporting, communications and tracking.
- Other projects or tasks as assigned and relevant for professional growth.

## COMPETENCIES

- At least five (5) years direct experience as either (or combined) Assistant HR Director, HR Manager, Human Resources Business Partnership; experience in a company with multiple locations preferred.
- Experience in multiple industries and business sectors preferred.
- Supervisory experience: Minimum of two years demonstrated experience managing 1-2 direct reports (can include interns).
- Patience
- Accountability: Process knowledgeable, results driven and delivers outcomes in a timely manner with an eye for quality control.
- Demonstrated project management experience and a solid foundation of business fundamentals, measurements, and business finance.
- Diversity in thought and work style: Savvy in adapting approach and demeanor to address shifting demands.
- Strong interpersonal relation ability to navigate in a matrixed organization with multiple locations.
- Working knowledge of HCM platforms; ability to collect, curate analyze and report human capital business intelligence that is relevant to RiseBoro's operating objectives.
- Developed emotional intelligence; be a thoughtful and consistently effective decision maker.
- Brand emissary: Demonstrated understanding of HR brand and ability to implement and leverage it.
- Demonstrated strong situational leadership skills.
- Ability to think strategically and translate into operational plans to make things happen.
- Proficiency in Microsoft Office 365 highly desirable.
- Strong time management skills as travel between Division locations (within the borough) is necessary.
- Adept at planning and prioritizing work to meet commitments aligned with organizational goals.

## EDUCATION EXPERIENCE

- BA or BS in Business, Human Resources or related field; Master's Degree preferred.
- SHRM certification: (SHRM-SCP) credential preferred. If planning to take the test, mention the test date.
- Other relevant industry certifications welcomed for consideration.

**NO AGENICES/ NO PHONE CALLS/NO RESUME DROP-OFFS**

**SEND COVER LETTERS AND RESUMES BY October 15th, 2019 to [humanresources@riseboro.org](mailto:humanresources@riseboro.org). Please indicate position and your name in the subject line of the email.**



Hint: We need a cover letter; it's considered a writing sample.