

UNION SETTLEMENT

EMPLOYMENT ANNOUNCEMENT

Union Settlement Association is an on-the-ground resource for East Harlem residents of all ages, and a passionate advocate for the needs of underserved communities. Since opening our doors in 1895, we have brought education, wellness and community-building programs to our neighborhood, empowering New Yorkers with opportunities to better their lives. More than 350 staff work in our organization, and our services impact 10,000 people every year. By helping our neighbors realize their goals, we build the vitality and success of East Harlem. For more information about Union Settlement, please visit our website at www.unionsettlement.org.

Position: Human Resources Associate
Department: Human Resources
Reports to: Director of Human Resources
Hours: Full-time

Position Summary:

The Human Resource Associate is expected to assist with the administration of the day-to-day operations of the human resources functions and duties. They will accomplish human resource objectives by obtaining, recording, forwarding, and explaining human resource information. The Human Resource Associate duties and responsibilities will focus primarily on recruitment, employee onboarding, benefits support, staff engagement and special projects.

Responsibilities:

- **Recruiting & Onboarding**
 - Create employment announcements and post them on the agency's website and appropriate employment websites.
 - Screen all resumes and applications for open positions. Forward appropriate resumes to hiring manager.
 - Prepare and maintain all recruiting related files and logs. This includes keeping resumes and applications for all candidates on file for a pre-determined amount of time.
 - Check the references for candidates before they are offered a position.
 - Act as a liaison with candidates after an offer of employment has been made, providing them with appropriate paperwork after offer of employment has been accepted.
 - Prepare new hire information packets and complete new hire paperwork with employees.
 - Prepare offer letters of employment.
 - Collaborate with hiring manager to revise job descriptions, as need.
 - Attend recruiting fairs and events.
 - Research best practices for recruiting and apply those principles to the agency's recruiting efforts.
 - Facilitating the new hire onboarding and orientation process including preparation of new hire materials, orientation schedules, delivering the HR presentations as needed, and drafting new hire announcements.

- **HRIS & Benefits Support**
 - Assist with the maintenance, compliance, and administration of our HRIS & Benefits systems.
 - Collaborate with human resources coordinator to ensure data integrity and accuracy, and compliance with federal and state regulations including EEOC reporting, I-9 reporting; and Labor Law posting requirements.
 - Maintain company organizational charts.
 - Partner with human resources coordinator to generate annual compensation statements and notices to employees as needed.
 - Assist with planning and facilitation of open enrollment and benefits education of all eligible employees.
 - Act as a back up to the human resources coordinator.
- **Office Administration**
 - Ensure related records, documents, and files are stored in alignment with all applicable laws, regulations and agency policies and procedures.
 - Provides information by answering communications; referring special communications to appropriate person
 - Prepare correspondence, memoranda, reports, basic spreadsheets, and other documents in support of department activities.
 - Complies with federal, state, and local legal requirements by studying existing and new legislation; anticipating legislation; enforcing adherence to requirements; advising management on needed actions.
 - Updates job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.
 - Additional duties, special projects and initiatives as assigned by Director of Human Resources.

Qualifications:

- Bachelor's degree and two years of demonstrated Human Resources or related administrative experience.
- Excellent organizational skills and attention to detail.
- Excellent computer skills including Word, Excel and Outlook.
- Excellent verbal and written communication skills and the ability to interact professionally with a diverse group of employees at all levels.
- Demonstrated ability to appropriately handle confidential information with discretion.
- Ability to perform multiple tasks under pressure.
- Ability to work well both independently and as part of a team.
- Working knowledge of ADP payroll and benefits software a plus.

To Apply:

Please send cover letter, resume, salary requirements, and contact information for at least three professional references to:

jobs@unionsettlement.org

Please indicate Human Resources Associate in subject of e-mail.

Submissions without salary requirements will not be considered.

UNION SETTLEMENT ASSOCIATION IS AN EQUAL OPPORTUNITY EMPLOYER