HR Administrator

**Background:** HOPE has a 30+ year track record of successfully transforming lives by empowering New Yorkers living in poverty to achieve economic self-sufficiency through employment and advancement. HOPE is an outcomes-focused organization. Our student-centered approach, wide range of support services, and commitment to lifelong support yields strong results, notably a job placement rate of 76% and retention rates of 93% at 90 days and 83% at one-year.

Based in downtown Brooklyn and the Hunts Point section of the Bronx, HOPE operates with 50 full time staff and numerous part-time staff, interns and volunteers. Our FY 20 operating budget is approximately $7 million. At HOPE we are focused on expanding our impact and positioning ourselves for growth while continuing to enhance the quality of our services and build upon our successful outcomes.

**Essential Functions:**
This role supports our HR function as defined below and reports to CFOO.

**Recruiting**
- Ensure all job descriptions are in most current format
- Conduct ongoing research on best sites and platforms (based on specific openings) to attract most diverse and qualified candidates
- Post all open jobs
- Screen, track and forward all incoming resumes/responses
- Maintain up-to-date status on all open roles and candidates in open-to-hire log
- Provide ongoing follow-up and support to hiring managers on all open positions
- Assist with reference checks as requested

**Onboarding**
- Oversee and ensure (with hiring managers) communication, check-ins and completion of onboarding process for all new-hires

**Benefits**
- Serve as liaison between Organization and benefits broker
- Facilitate open enrollment process
- Provide benefits overview, register new-hires online so they can enroll in benefits as applicable and send out reminders as needed
- Reconcile retirement account (401k) records to ensure consistency between HRIS data and 401k vendor information on file
- Answer general questions

**Performance Management**
- Oversee schedule and coordination of process on bi-annual basis for Organization
- Provide training as needed

**General**
- Serve as HRIS expert and act as a liaison between HOPE and HRIS vendor; field staff questions
- Run payroll twice per month, maintain payroll records
- Provide payroll updates to Finance department as applicable
• Answer employee questions regarding general HR matters - payroll, benefits, etc.
• Triage staff’s HR concerns and communicate findings to proper leadership level
• Maintain employee files
• Ensure accuracy of paid time off accruals (vacation, sick, personal, etc.)
• Stay current on all employment law/regulations in order to share HR-related info with HOPE
• Other projects and related tasks as assigned

Minimum Qualifications:
• Proactive self-starter with ability to work efficiently in a fast paced environment
• Team player who is able to work independently when necessary
• Flexibility and ability to prioritize
• Ability to handle confidential information with high level of discretion, sensitivity and care
• College degree preferred and minimum of 1 year experience in HR/Recruitment

The HOPE Program offers a competitive salary and comprehensive benefits package.

For consideration, interested candidates are invited to forward cover letter and resume to hr@thehopeprogram.org. Please indicate in response how you learned of this opportunity. Resumes unaccompanied by a cover letter will not be reviewed. No telephone calls, please.

The HOPE Program is an equal opportunity employer.