HR Administrator

The HOPE Program has a 35+ year track record of successfully transforming lives by empowering New Yorkers to build sustainable futures through comprehensive training, jobs, advancement and lifelong career support. HOPE is an outcomes-focused organization. Our student-centered approach, wide range of wraparound services, and unconditional commitment to lifelong support yields strong results, notably a job placement rate of 75% and retention rates of 93% at 90 days and 81% at one year among clients served over the past three years. Further, we maintain a commitment to environmental sustainability through green jobs training and community greening in low-income neighborhoods across the city.

Based in Downtown Brooklyn and the Hunts Point section of the Bronx, HOPE operates with approximately 45 full-time staff and numerous part-time staff, interns, and volunteers. Our FY’21 operating budget is approximately $6 million. At HOPE, we are focused on expanding our impact while continuing to enhance the quality of our services, build upon our successful outcomes, and meet the rapidly evolving employment, financial, and wellness needs of the populations we serve.

HOPE is committed to building and maintaining a welcoming and inclusive workplace with a strong focus on diversity, equity, inclusion, and accessibility.

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.