Background:

The HOPE Program is a leader among New York City job training providers, upskilling adult jobseekers (ages 18 - 70) for a broad range of sectors, including a focus on green construction, maintenance, infrastructure and related careers. We work with individuals facing deep structural barriers to employment, including histories with the criminal legal system, current and/or past homelessness, substance abuse disorders, low educational attainment and more. Our comprehensive approach includes classroom training, industry-recognized certifications, digital literacy and access, financial literacy and access, mental health support, case management, paid job training, and our signature “HOPE for Life” approach, which provides a vital community of support throughout the lives of HOPE graduates’ careers. With measurable outcomes among the strongest in the industry, HOPE’s impact sits at the intersection of COVID-19 recovery, racial justice, and building a more equitable future for New York City. **Our work is best described in the words of our graduates, such as Enrique.**

The Position: HOPE is seeking an HR Manager who will further drive HOPE’s focus on its biggest asset, its staff. The position reports to the Chief of Financial & Operations Officer, will supervise and support an HR Administrator, and will be based at either of HOPE’s locations: Downtown Brooklyn (1 Smith Street) or South Bronx (1360 Garrison Avenue).

Essential Functions:

The HR Manager oversees all human resources activities within HOPE and serves as a strategic HR business partner to the executive team members in the development of an excellent workforce. They will assist in developing a staff-oriented company culture that emphasizes quality, continuous improvement, and high performance. Functions include but are not limited to:

- Create and update organization policies and procedures related to HR matters in accordance with relevant laws, ensure compliance with those policies
- Stay current on all employment law/regulations
- Develop a strong hiring pipeline, upkeep job descriptions, help post and pre-screen potential new staff
- Conduct ongoing research on best sites and platforms (based on specific openings) to attract most diverse and qualified candidates
- Participate in interviewing and facilitation of communication between HOPE and potential candidates, provide onboarding training for new hires
- Research, propose and lead staff development opportunities
- Spearhead the performance evaluation process, provide critical and effective feedback to staff, managers, and executive team to improve individual and team performance
- Review and recommend compensation strategies within the organization's philosophies and strategies for new hires, promotions, transfers and equity/merit adjustments
- Manage, advise and execute all HOPE benefits/compensation packages
- Provide direct access to problem solving for staff, facilitate conflict resolution
- Oversee the payroll process
- Participate in DEIA and lead HR related diversity, equity & inclusion initiatives
- Assume HR administrator’s responsibilities in their absence

**Skills & Minimum Qualifications:**
- Critical Thinking: Able to understand needs of staff who come to them in crisis, solution oriented
- Attentive to detail, asks clarifying questions to ensure concise record keeping.
- A good listener and effective speaker, able to establish rapport and trust with the HOPE staff within a short period of time
- Able to tailor training methods to different ways people across the organization learn.
- Demonstrated ability to engage with staff effectively
- Demonstrated experience in working alongside executive leadership
- Proactive self-starter with ability to work efficiently in a fast-paced environment
- Team player who is able to work independently with minimal supervision
- Flexibility and ability to prioritize
- Ability to handle confidential information with high level of discretion and sensitivity
- College degree and minimum of 3 years of experience in HR, ideally in a not-for-profit organization

**Salary/Benefits:** Salary is dependent upon experience. HOPE provides a full package of benefits including: healthcare and dental insurance; retirement plan; competitive vacation (plus 1/2 day Fridays during summer which is equal to 7.5 additional vacation days); and 12 paid holidays.

**Interested Candidates:** Email cover letter, indicating what position you are applying for and where you saw listing, and resume to hr@thehopeprogram.org. Resumes unaccompanied by a cover letter will not be reviewed. No telephone calls, please.

As the City of New York expands the COVID-19 Safety Requirement to employees of all contracted organizations, effective November 1, 2021, HOPE employees are required to provide one-time verification of vaccination.

The HOPE Program is an equal opportunity employer.