



Human Resources Manager – Part Time

Laurel House is a comprehensive domestic violence agency serving all of Montgomery County. Founded in 1980, the agency has grown from a volunteer-based organization to one that employs over 50 full and part time staff members. Due to the growth of the organization and the complexities that this past year has brought, Laurel House is looking to hire a part-time, experienced individual for the role of Human Resources Manager.

Position Summary:

The Human Resource Manager is responsible for performing HR-related duties including, but not limited to, benefits administration, employee relationship, leave of absences, workers' compensation, performance management, onboarding, policy implementation, recruitment/employment, reporting and compliance. This position also manages the transactional process and execution related to the employee life cycle. The ideal candidate would possess strong communication, time management, and organization skills as well as a passion for driving operational and process excellence.

Hours: This is a non-exempt, part-time position of 15-20 hours per week.

Responsibilities and Duties:

- Analyzes, improves, and implements human resources programs, processes, and policies including talent acquisition, staffing, employment processing, compensation, benefits, records management, safety and health, succession planning, employee relations and retention, compliance, and labor relations.
- Manages and coordinates recruitment and onboard process for all exempt and nonexempt personnel.
- Performs benefits administration.
- Maintains human resource information including employee files, job descriptions, organizational charts, compliance reporting, personnel reports, and analytics.
- Improves manager and employee performance by identifying and resolving problems and potential risks.
- Stays current in knowledge, understanding, and awareness of federal, state, and local legislation requirements.
- Works with leadership on employee engagement and retention strategies.
- Responds to and monitors all unemployment and worker's compensation claims.

Qualifications:

- Actively maintains knowledge of acceptable HR practices and procedures.
- Organized, detail-oriented, able to multi-task, and prioritize multiple projects to adhere to deadlines.
- Follows policies and procedures.
- Strong interpersonal and communication skills with ability to professionally and effectively with a high level of discretion.
- Ability to handle sensitive employee information in a confidential manner.
- Supports organization's goals and values.
- Bachelor's Degree in a related field.
- Minimum of 2+ years of HR experience.

Work Environment:

While performing the duties of this job, the employee will work a hybrid model; reporting to the office in East Norriton, PA some days and working remotely from home other days. The employee is required to sit and use hands to finger, handle, or feel. The employee is frequently required to reach with hands and arms, and to talk and listen. The employee is occasionally required to stand, walk, climb, or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and / or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision.

Equal Opportunity Employer

If interested, please send a cover letter and resume to Tina Quinci at tquinci@laurel-house.org.