

## Human Resources Specialist



Isles is seeking an administrative professional to join its People and Culture Team as Human Resources Specialist, reporting to the new Director of People and Culture. The HR Specialist will help institutionalize and execute Isles' commitment to Diversity, Equity, Inclusion, Belonging and Accessibility by supporting all aspects of Human Resource management including recruiting, hiring, onboarding, training, performance improvement, benefits management, compensation, payroll and timekeeping, employee relations, and policy development and deployment. The successful candidate will have the opportunity to join a highly accomplished team at one of the most innovative and successful nonprofit organizations in the region.

### **ABOUT ISLES:**

Founded in 1981, Isles is a nationally recognized nonprofit community development and environmental organization with the mission to foster self-reliant families in healthy, sustainable communities. Each year, Isles reaches thousands of central New Jersey residents with opportunities for at-risk youth job training, affordable housing development, financial literacy training, homeownership counseling, community gardening, environmental health and education, community organizing, and regional planning.

Isles staff work in multiple locations across Trenton, NJ as well as remotely from their homes in NJ, PA, WA, FL, CA and NH, and perform a wide variety of roles requiring a wide range of skills and experience. The organization is managed by a leadership team that includes the CEO and several Managing Directors.

### **ESSENTIAL FUNCTIONS:**

- Maintain electronic and paper employee files, meeting all local, state and federal regulations
- Process all status and pay changes, enrollments, applications, and other confidential forms and records
- Support the recruiting process by managing job boards, scheduling interviews, communicating with applicants, and keeping records
- Verify references, conduct background checks, obtain fingerprint clearance, and verify eligibility to work for all new staff
- Support the onboarding process by enrolling and training new staff in all appropriate systems; manage the new employee checklist to ensure completion for all new staff
- Support the performance development process by scheduling annual reviews, and by coordinating, scheduling and hosting appropriate training
- Support the benefits enrollment process by coordinating annual open enrollment and completing enrollment meetings with new staff throughout the year
- Serve as the company resource for benefits; help staff resolve any issues
- Manage HR information systems, ensuring all employee information is up to date
- Work closely with the Finance team to ensure timekeeping and payroll systems and processes are followed and staff are paid appropriately; follow up to address issues
- Coordinate quarterly compliance meetings for the Isles 401K Investment Committee and keep records
- Perform annual testing for Isles 401K plan and file required tax documents
- Plan and execute all-staff meetings, annual holiday gathering, and annual company picnic
- Support the termination process by preparing exit materials and ensuring transition of benefits
- Respond promptly to all requests for employee information from Unemployment, Social Services, Department of Labor, etc.; implement wage garnishments
- Support the organization's compliance with all local, state and federal regulations
- Maintain physical and virtual labor law postings for all staff in all states
- Work with Director to improve HR systems and processes
- Serve as a resource for company HR policies and procedures and facilitate their implementation
- Ensure job descriptions are up to date and compliant with all local, state and federal regulations
- Ensure that the employee handbook, organization charts, staff directories and employee information portals are maintained, and information is distributed appropriately

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## WHO WILL BE SUCCESSFUL:

Successful candidates want to work in a fast-paced, community-focused setting. They bring a commitment to supporting and empowering staff while meeting all HR compliance requirements. They enjoy working with details and have a strong desire to get the details right. They are highly organized, effective communicators who can interact with ease with individuals from differing experiences and backgrounds. They have a reputation for being approachable, knowledgeable and responsive to all employees in the organization, and can be trusted to keep confidential information confidential.

## QUALIFICATIONS:

- Associates or Bachelors degree or equivalent experience; HRCI certification preferred
- At least 3 years of Administrative or HR experience
- Excellent organizational skills and attention to detail
- Strong written and oral communication skills
- Comfort learning and using multiple HRIS platforms and handling a large volume of email messages
- Ability to work independently and collegially in a fast-paced, goal-oriented environment
- Experience and cultural competency working with individuals from varied experiences and backgrounds
- Proficiency in Microsoft Office applications (Word, Excel, PowerPoint, Outlook)
- Proficiency in utilizing virtual meeting platforms (Zoom, WebEx, Teams, etc.)

## WHAT IT'S LIKE TO WORK FOR ISLES:

Throughout its 43-year history, Isles has proactively and innovatively anticipated and responded to changing needs and priorities of the Trenton community and beyond. Isles works to impact underlying causes of social inequities in meaningful and effective ways, while ensuring a healthy work-life balance for staff members. Isles' culture is built around collaboration and mutual support, internally and externally, and a socially conscious commitment to advancing social justice and equity. Our team consists of more than 100 employees, plus a corps of volunteers and an engaged Board of Directors.

**COMPENSATION:** \$45K to \$55K, depending upon experience, with comprehensive Medical, Dental, Vision, FSA benefits, 401K with company match and a generous PTO policy

*Interested candidates should submit cover letter and resume to [hr@isles.org](mailto:hr@isles.org). Your application materials should demonstrate why you're a good fit for this position and what specific skills, experience, talents, and interest you'll bring to the table.*