

UNION SETTLEMENT

EMPLOYMENT ANNOUNCEMENT

Union Settlement Association is an on-the-ground resource for East Harlem residents of all ages, and a passionate advocate for the needs of underserved communities. Since opening our doors in 1895, we have brought education, wellness and community-building programs to our neighborhood, empowering New Yorkers with opportunities to better their lives. More than 350 staff work in our organization, and our services impact 10,000 people every year. By helping our neighbors realize their goals, we build the vitality and success of East Harlem. For more information about Union Settlement, please visit our website at www.unionsettlement.org.

Position: Human Resources Administrator: Operations

Department: Human Resources

Reports to: Director of Human Resources

Hours: Full-time

FLSA: Non-Exempt

Position Summary:

The Human Resources Administrator will support all key HR administrative and operational functions promoting a collaborative, client-oriented, high performance culture, and the recruitment and ongoing development of a superior workforce. Strongly supporting the Director of HR and team, key duties will include maintaining personnel records, managing HR documents and databases, talent acquisition, orientation and onboarding, and procurement. The ideal candidate has experience with HR practices and procedures, juggling various tasks and ensuring the efficient flow of department processes.

Responsibilities:

- Provides executive level admin and coordination support to include scheduling, client/departmental interface, correspondence, and document/report generation.
- Supports recruiting brand execution, sourcing and retention strategies to attract employees; co-administers recruitment module and postings.
- Manages employee data and documents (via HRIS, filing systems, storage archives) including editing job descriptions, offer letters, background checks, new hire documentation, I-9's, and employment verifications; provides payroll data support.
- Works with managers to ensure timely completion of all new hire paperwork, job requisition forms and other paperwork related to new hires.
- Coordinates new hire onboarding and orientation process including preparation of new hire materials, orientation schedules, and presentation delivery.
- Coordinates drafting and distribution of HR communications and notices as needed.
- Ensures data integrity and accuracy, and compliance with federal and state regulations; enforces adherence to requirements and advises management on needed actions.
- Maintains FT and PT human resources files in accordance with legal requirements, company policies and procedures.
- Maintains records of employee training and development programs.
- Manages procurement, business cards, billing, and invoicing ensuring accuracy.

- Develops partnerships and initiatives to broaden HR's reach and visibility of positions (colleges, agencies, etc.).
- Supports the development and implementation of a sustainable rewards and recognition program that acknowledges employees' contributions.
- Assists with coordination and execution of company-wide special events and HR initiatives.
- Participates on committees, perform special projects, and other duties based on organizational needs.

Qualifications:

- Minimum of a Bachelor's degree with specialization in Human Resources, Business Management, Administration or related field; equivalent combination of experience and education may be considered with experience.
- Minimum of (3) years of progressive experience; Human Resources Certification (PHR, SHRM-CP) or interest is a plus.
- Must have knowledge of office administrative procedures, and human resources law and practices.
- Excellent computer skills and proficiency with Excel, Word and PowerPoint, presentation software, and ATS/HRIS – ADP Workforce Now or similar platform.
- Must have high level of interpersonal skills to handle sensitive and confidential situations.
- Excellent verbal and written communication skills and ability to interact professionally with a diverse group of employees at all levels.
- Ability to exercise poise, tact and diplomacy.
- Analytical ability to gather and summarize data for reports.
- Demonstrated organizational skills, attention to detail, and multi-tasking abilities.

To Apply:

Please send cover letter, resume, writing sample, salary requirements, and contact information for at least three professional references to: humanresourcescareers@unionsettlement.org . Please indicate **HR Administrator** in subject of e-mail. Submissions without salary requirements will not be considered.

UNION SETTLEMENT ASSOCIATION IS AN EQUAL OPPORTUNITY EMPLOYER