

About The Brotherhood Sister Sol (Bro Sis):

The Brotherhood Sister Sol is a social justice youth development organization that since 1995 has been a place where Black and Latinx youth claim the power of their history, identity, and community to build the future they want to see. By educating, organizing, and training, we are challenging inequity and creating opportunity for all.

BroSis provides holistic and long-term support services to youth who range in age from eight to twenty-two. BroSis offers wrap-around evidence-based programming such as four-six year rites of passage programming, thorough five day a week after school care, school and home counseling, summer camps, job training, college preparation, employment opportunities, community organizing training, and month-long international study programs to Africa and Latin America. Based in Harlem, NY but with a national reach, we publish assorted curricula and collections of our members' writings; train educators from throughout the nation on our approach; and organize and advocate for social change. BroSis has earned national recognition for our evidence-based model, receiving an array of awards and funding from a host of national foundations, including Novo Foundation, Doris Duke Foundation, Marlene Nathan Meyerson Foundation, Charles Hayden Foundation, New York Community Trust, Comic Relief/Red Nose Day, William Stamps Farish Foundation, and more.

The organization has over 45 full-time staff, serves thousands throughout New York City, and has a \$8.5 million dollar operating budget. In addition, we have just moved into a brand new 22,000 square foot state-of-the-art 6-story beacon. It is an exciting period of organizational growth and increased impact in our community and beyond.

POSITION SUMMARY

The Human Resources Manager will be responsible for managing BroSis' HR functions and delivering extraordinary service as the organization expands its scope and reach. This person will oversee recruiting, screening, interviewing and placing staff; handle employee relations, payroll and benefits, evaluation and training; coordinate assorted administrative and operations of BroSis; and supervise space and manage assorted vendors.

BroSis is seeking an individual who is a passionate advocate for the mission of the organization, detail-oriented and highly organized, able to work in a fast-paced and multi-layered environment and be able to interface with an array of constituents, embraces innovation, and can handle all people matters with maturity and professionalism. This is an ideal opportunity for an entrepreneurial individual to create/enhance the HR tools, systems, and processes required to take a thriving, successful organization to its next level of growth. The candidate will be extremely personable and able to bring clarity and thoughtfulness and sensitivity to all engagements with staff.

RESPONSIBILITIES

HR Strategy and Systems

- Developing and administering human resources plans and procedures that relate to company personnel
- Creating and revising job descriptions
- Developing, revising, and recommending personnel policies and procedures

- Maintaining and revising the company's handbook on policies and procedures
- Maintaining department records and reports
- Participating in administrative staff meetings
- Maintaining company directory and other organizational charts
- Recommending new policies, approaches, and procedures
- Interface with vendors as applicable
- Extremely versed in and sensitive to issues of race, gender, sexual orientation and identity, and class

Talent Management

- Overseeing recruitment efforts for all personnel, including writing and placing job ads
- Conducting new employee orientations and employee relations counseling
- Overseeing exit interviews
- Developing, analyzing and updating the company's evaluation program
- Engage in a proactive, hands on and consistent manner with staff - ensuring close contact and opportunities for mediation and the support of staff
- Work with a leadership team to plan annual staff development sessions, weekly staff meetings, and assorted staff engagement activities

Compensation and Benefits

- Conducting annual salary surveys
- Implementing and revising a company's compensation program
- Performing benefits administration and insurances

Volunteer and Intern Management

- Create new partnerships with grad schools for year long interns
- Manage and coordinate volunteer opportunities

EXPERIENCE & PERSONAL REQUIREMENTS & SKILL SETS

- Bachelor's Degree or equivalent experience required
- A minimum of 7 years of professional experience with previous experience in recruiting or HR
- Exceptional project management and execution skills with evidence of achieving strong results while juggling multiple projects
- A track record of developing and implementing new or improved systems and processes
- Meticulous attention to detail with an ability to produce high-quality work in a fast-paced, ever-changing environment
- Track record of providing outstanding customer service
- Strong interpersonal skills, with the ability to develop productive working relationships with a wide array of stakeholders
- Ability to handle confidential information with the utmost discretion and maturity
- Technical Skills
- Expertise in MS Office and Google Suite applications and familiarity with HR-related technologies (e.g., job posting, HRIS) PayChex Flex is a plus

BENEFITS: At the Brotherhood/Sister Sol, we offer competitive salaries with a comprehensive benefits package including, health, dental, vision and life insurance, 3% employer contribution to 403(b) retirement account. As well as four weeks' vacation in addition to personal days, paid holidays and office closure during Winter Break.

As The Brotherhood Sister Sol is a youth development organization that works in close quarters with young people and children, and as the safety of our children and their families and our community is paramount, we have instituted a policy that all staff must be fully vaccinated. If there is a medical or religious reason for an exemption from vaccination this can be presented and will be considered.

APPLY: Email resume and detailed cover letter to resume@brotherhood-sistersol.org