



## **JOB ANNOUNCEMENT**

June 2018

**TITLE: Human Resources & Operations Coordinator**

### **ABOUT THE ORGANIZATION:**

**THE BROTHERHOOD/SISTER SOL** (Bro/Sis): Based in Harlem and founded in 1995, Bro/Sis is a 501 (c) (3) nonprofit comprehensive youth development organization. Bro/Sis provides holistic and long-term support services to youth who range in age from 8 to 22. Bro/Sis 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. Bro/Sis has a full time staff of 30 and a program budget of \$4,000,000. Bro/Sis is locally based with a national reach as we publish assorted curricula and collections of our members' writings; train educators from throughout the nation on our approach; and advise on educational policy across the country and New York City.

### **ABOUT THE POSITION:**

The **Human Resources & Operations Coordinator** will be responsible for managing Bro/Sis' 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 Bro/Sis; and supervise space and manage assorted vendors.

Bro/Sis 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.

### **KEY 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
- Manage spaces and secure additional program spaces, as needed
- Supervise an office manager and operations computer technician
- Manage operations consultants, as needed
- 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
- Maintaining affirmative action programs

### **Compensation and Benefits**

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

### **CANDIDATE REQUIREMENTS:**

#### Education

- Bachelor's degree

#### Experience

- A minimum of 10 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 applications and familiarity with HR-related technologies (e.g., job posting, HRIS)

**SALARY:** Commensurate with experience including full health care benefits and generous vacation package

**Contact:** email resume and cover letter to [resume@brotherhood-sistersol.org](mailto:resume@brotherhood-sistersol.org) or fax to 212.283.3700