

LEGAL AID OF SOUTHEASTERN PENNSYLVANIA, INC.

Job Announcement

HUMAN RESOURCES MANAGER (NFI08042021)

SUMMARY

Legal Aid of Southeastern Pennsylvania, Inc. ("LASP") seeks a dynamic Human Resources Manager who will provide professional, effective, and forward-thinking operation of LASP's Human Resources functions. LASP provides civil legal services with a staff of 81 employees working in 9 offices in Bucks, Chester, Delaware, and Montgomery Counties, Philadelphia's suburban counties. The position is based in Norristown at LASP's administrative office at 151 W. Marshall Street, in the historic former Sheidt Brewery corporate headquarters. Other LASP offices are located in Bristol, Doylestown, Norristown, Pottstown, West Chester, Media, and Chester. Some travel may be required between offices. Proof of COVID-19 vaccination is required. This is a full-time position.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

1. Direct all aspects of the Human Resources operation for the organization including recruitment, onboarding and orientation, performance evaluation, discipline, corrective action, and separation from employment;
2. For recruitment, assist LASP managers in drafting job descriptions and disseminating those descriptions to generate both a significant quantity, and quality, of prospective candidates;
3. Partner with senior leadership and the executive team to develop and drive Diversity and Inclusion strategy and initiatives as well as helping to build organizational cultural competency;
4. Participate in interviews of prospective candidates and conduct background and reference checks as well as employment verification on prospective hires;
5. Serve as LASP's language access coordinator by ensuring that bilingual job candidates are properly certified in non-English language fluency, offices are supplied with the appropriate language access materials, staff receive language access training and serve as the general point person for language access issues;
6. Plan training for staff on Human Resources-related topics and emerging trends;
7. Maintain comprehensive and organized personnel records for existing and former staff;
8. Ensure that LASP's Employee Handbook is current and updated;
9. Assist in the selection, negotiation for, and administration of, all employee benefits including retirement and insurance plans;
10. Advise the LASP executive team, and LASP's Board of Directors, in setting staff salaries and providing for changes in compensation;

11. Master ADP Workforce software to process bi-monthly payroll, payroll adjustments, w-2s, and other payroll related functions;
12. Address questions, concerns, suggestions, and complaints from staff on human resources-related issues. Investigate claims, complaints, and grievances on issues including but not limited to, harassment, discrimination, retaliation, whistleblower, and workplace health and safety concerns. The HR manager will prepare responses to, or assist in the preparation of, responses to such grievances, claims, and complaints;
13. Consult with the management team and work with 3rd party vendors on compliance with labor and employment laws and regulations, including but not limited to, OSHA, Fair Labor Standards Act/wage and hour, National Labor Relations Act, Unemployment Compensation, Worker's Compensation, Americans with Disabilities Act, COBRA, Family and Medical Leave Act, HIPAA, immigration, anti-discrimination laws, and any other laws related to personnel and human resources;
14. Assume a leadership role in LASP's response to the Coronavirus pandemic, ensuring compliance with federal, state, and local laws, regulations, and guidelines.
15. Assist LASP's Finance team with various functions including the annual audit;
16. Plan, organize, and execute employee appreciation and recognition events;
17. Provide guidance and feedback on technology needed for Human Resources purposes and ensure that all technology needs are competently addressed;
18. Prepare employment-related reports and assist in the preparation of grant applications and periodic reports to funders;
19. Other duties as assigned.

SUPERVISOR: The HR Manager will report directly to LASP's Fiscal Manager but will also have significant interaction with LASP's Executive Director and Deputy Directors of Advocacy and Operations.

QUALIFICATIONS: Commitment to LASP's mission as a human rights law firm which provides quality legal representation to low-income and vulnerable individuals, empowers individuals to address legal problems through education and access to the courts, and addresses practices and systems that aggravate poverty

Required: Bachelor's degree in relevant field including Business Administration, Human Resources, Management, or similar field; Minimum of 5 years of relevant experience; Advanced knowledge of ADP Workforce; Excellent command of Microsoft Suite including Word, Excel, PowerPoint, and Sharepoint; Strong written and oral communication skills; Experience with case management software; Excellent judgment, professionalism and ethics.

Preferred: Master's level degree in the field; Relevant professional designation (PHR, SHRM). Experience in non-profit human resource management.

SALARY RANGE: \$55,000 to \$75,000 depending on experience and qualifications. Excellent benefits, leave provisions and retirement plan.

LASP is an equal opportunity employer and will not discriminate in the recruitment, selection, or advancement of employees on the basis of race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age (40 or older), disability, genetic information or on any other basis prohibited by law.

TO APPLY: Send resume and writing sample to Kesha James, Deputy Director for Advocacy, at Legal Aid of Southeastern Pennsylvania to Hiring@lasp.org. Position will remain open until filled.