

March 3, 2022

Job Announcement Human Resources Manager

Mobilization for Justice seeks a Human Resources Manager to be located in our office in lower Manhattan.

About the organization:

Mobilization for Justice (MFJ) is a non-profit legal services organization that provides a wide range of free civil legal services to low-income New Yorkers. MFJ's mission is to achieve social justice, prioritizing the needs of people who are low-income, disenfranchised, or have disabilities. The organization provides the highest quality direct civil legal assistance, conducting community education, and building partnerships, engaging in policy advocacy, and bringing impact litigation. MFJ is a 140+ person staff comprised of attorneys, paralegals, social workers, administrative and support staff. It is a diverse, unionized, and collegial workplace where staff share the organization's mission to achieve social justice. Staff at Mobilization for Justice are members of the Legal Services Staff Association Local 2320 Union.

The role:

Reporting to the Director of Human Resources & Talent Strategy (DHR), the Human Resources Manager (HRM) supports the core functions of the Human Resources (HR) department including recruitment, administering benefits and leaves, maintaining personnel information, and applying company policies and practices in a confidential manner. The HRM will be responsible for performing day-to-day HR-related duties, working closely with Payroll on leave and benefits issues, and responding to routine HR questions from managers and employees. This role requires someone who is familiar with a union environment, enjoys working with people in a fast-paced setting, advising employees and managers about employment and benefits issues, problem-solving, research, planning and developing, maintaining systems, and tracking tools. This is a full-time, exempt position located in our New York City office located in lower Manhattan.

Responsibilities include, but are not limited to:

Primary HR Department Functions:

- With a customer service approach, respond to employee questions regarding daily HR matters, and develop tools to enhance employees' understanding of MFJ's benefits package.
- Maintain employee documentation such as job descriptions, personnel files, entering new hires and updating other employee records, while ensuring the integrity and confidentiality of all information.
- Assist with the planning, coordination, and implementation of employee trainings, professional development and professional comportment, including the administration of annual Continuing Legal Education (CLE) training.
- Assist with the planning, coordination, and implementation of employee evaluations to ensure effectiveness, compliance, and equity across the organization.

- Support DHR and senior MFJ management in training, promotion, discipline, termination and compliance issues.
- Analyze trends in compensation and benefits; research programs to ensure the organization attracts and retains top talent.
- Provide support to DHR.
- Other HR-related duties may be assigned from time to time.

Benefits and Leaves:

- Administer employee benefits programs, including health benefits, FSA, TransitChek (WageWorks), 403(b), medical reimbursements, short-term disability, COBRA.
- Assist with preparing annual filings for benefit plans.
- Manage annual Open Enrollment for benefits.
- Research and analyze benefits information and plans; assist DHR with the monitoring of costs of benefits programs and making recommendations for alternative plans to contain costs.
- Work closely with payroll to ensure payroll has all information needed for employee payroll records.
- Coordinate with payroll vendor regarding annual filings.
- In conjunction with DHR, maintain employee PTO and ensure employee leaves are correctly recorded in MFJ's Time and Attendance portal.
- Answer employee questions related to Time and Attendance.
- Assist with audit preparation.

Recruitment, Onboarding and Retention:

- Work with DHR on all aspects of recruitment (staff, fellows, interns, volunteers) and hiring, including coordinating with MFJ's Hiring and Fellowship Committees.
- Work with DHR to identify, research, cultivate relationships and post job ads with law schools, universities, employment sites, and other job boards, as appropriate.
- Prepare and process essential employee documents, such as offer letters, separation agreements and other confidential paperwork.
- Schedule and coordinate new employee orientations and prepare orientation materials to foster an understanding of the organization's mission and culture.
- Individually onboard new employees, including benefits enrollment and explaining MFJ's benefits and policies.
- Assist with recruitment and administration of yearly intern program and summer program.
- Support and help coordinate retention efforts in conjunction with DHR, including project retreats, mentorship program implementation, affinity groups, labor-management committee support, and the planning of annual summer and holiday events.
- Schedule and coordinate exit interviews.

Required Skills/Abilities:

- Commitment to the mission of the organization.
- Excellent verbal and written communication skills.
- Excellent interpersonal, negotiation, and conflict resolution skills.
- Excellent organizational skills and attention to detail.
- Strong analytical and problem-solving skills.
- Ability to prioritize tasks and to delegate them when appropriate.
- Ability to act with integrity, professionalism, and confidentiality.
- Thorough knowledge of employment-related laws and regulations, including those related to collective bargaining.
- Proficient with Microsoft Office Suite or related software.
- Proficiency with or the ability to quickly learn the organization's HRIS and other systems.
- As the HR department grows, the candidate must be prepared to and capable of managing others.

Education and Experience:

- Bachelor's degree in Human Resources or other relevant field, or equivalent education and experience required.
- A minimum of three years of human resource management or equivalent experience.

How to apply:

Applicants should submit a cover letter and a resume addressed to Executive Director Tiffany Liston and transmitted by e-mail to tliston@mfjlegal.org with "HR Manager" in the subject line. We encourage all applicants to include in their cover letter a statement about how their background or experience might contribute to the diversity and mission of MFJ. Applications must be received by March 28, 2022. Early applications are appreciated. In compliance with New York City's directives, MFJ requires all employees to be fully vaccinated against COVID-19. Accordingly, successful candidates must be fully vaccinated against COVID-19 and submit proof of vaccination prior to commencement of employment at MFJ, except where an exemption may be available in accordance with applicable law.

For further information about MFJ, please go to www.mobilizationforjustice.org.

MFJ IS AN EQUAL OPPORTUNITY EMPLOYER. All qualified applicants will receive consideration for employment without regard to race, color, sex, gender, age, religion, national origin, citizen status, marital status, physical or mental disability, military or veteran status, sexual orientation, gender identity, gender expression, genetic information, or any other characteristic protected by law. BIPOC, women, people with disabilities, and LBGTQIA+ candidates are encouraged to apply.