

August 29, 2016

Job Announcement

Director of Human Resources and Professional Development

MFY Legal Services, Inc. (MFY), a non-profit legal services organization that provides free civil legal services to low-income New Yorkers, is seeking a skilled professional to become our Director of Human Resources and Professional Development. MFY's 85-person staff is comprised of attorneys, paralegals, social workers and support staff. It is a diverse, unionized, and collegial workplace where staff share the organization's mission to achieve social justice, prioritizing the needs of people who are low-income, disenfranchised or have disabilities.

The Director will provide guidance and expertise on matters related to HR, union contract and employee matters, including hiring and staff development. The Director will work closely with the Executive Director and with staff across the organization to maintain a positive culture of inclusion and diversity. The person must share a commitment to our mission and organizational goals. The Director will possess excellent interpersonal and writing skills, and be able to communicate effectively with staff, outside contacts, consultants, legal counsel and board of directors.

Responsibilities include but are not limited to:

Work closely with the Executive Director to oversee and implement HR programs, policies and procedures.

Ensure compliance with all state and federal employment laws and regulations.

Oversee benefits administration, including 403(b) Pension Plan, flexible spending plan, and health reimbursement plan.

Ensure adequacy of general liability and other insurance policies through periodic review of insurance needs.

Supervise the Director of Operations to ensure HR functions are properly executed and office operations run smoothly.

Update and maintain policies and procedures in accordance with state and federal laws.

Advise management team on a wide range of issues including recruitment and retention, employee relations, contract interpretation, immigration procedures, and overtime rules, among other things.

Be responsible for all hiring processes, including posting, recruiting, interviewing and orientation of staff, volunteers and fellows.

Oversee orientation and exit for staff, fellows and volunteers.

Be management liaison to delegates who represent the unionized staff and be point person for mediating internal disputes, solve emerging conflicts, and conducting grievance hearings. Be willing to participate in collective bargaining process if needed.

Lead annual evaluation process.

Create and oversee a professional development program, including organizing CLE trainings, reviewing and editing CLE materials, and maintaining the organization's CLE provider status, as well as apprising staff of outside training opportunities.

Identify and implement processes to enhance staff communication and interaction and implement actions articulated in MFY's strategic plan, as appropriate.

Requirements:

Demonstrated commitment to organizational mission and values.

J.D. and at least five years of experience in relevant areas of the law.

Broad knowledge of and experience with HR matters.

Knowledge of state and federal employment law, including immigration procedures.

Excellent interpersonal and communications skills to establish a comfortable environment for staff to discuss confidential issues and to resolve grievances.

Ability to work independently, manage multiple projects and prioritize appropriately.

High level of attention to accuracy, detail, organization, and follow through.

Excellent judgment and discretion.

Experience in a unionized workplace a plus.

Salary to be negotiated.

Applicants should submit a cover letter and resume addressed to Jeanette Zelhof, Executive Director, and transmitted by e-mail to jzelhof@mfy.org with "HR Director" in the subject line.

Applications must be received by September 23, 2016. Early applications are appreciated and interviews will be on a rolling basis. No telephone calls please.

For further information about MFY, please go to www.mfy.org.

MFY IS AN EQUAL OPPORTUNITY EMPLOYER.

People of color, women, people with disabilities, gay, lesbian, bisexual and transgender people are welcome and encouraged to apply.