



Director of Human Resources

Organization: Kinnect

Post Date: 2.15.19

Program: Administrative Team

Reports to: Executive Director

Job Location: Cleveland office

Benefits: Health, Dental & Retirement

Position Summary

This position is accountable for providing human resources support to the organization, including processes related to hiring, performance review, training & education, payroll, payroll taxes and benefits, employee communications, employee files and recordkeeping. The Director of HR works independently and interfaces with employees at all levels of the organization, as well as with external parties. Reporting to the Executive Director, the Director of HR is part of a team that collaborates on many cross-functional activities, in order to provide seamless and excellent support to all staff.

Kinnect is a mission-driven organization with a rapidly-changing work environment. We are passionate about our work, we work hard to create the greatest impact, and we bond through success. The ideal candidate will understand how the Director of Human Resources role fits into the organization's overall success and take initiative to support the success of the whole.

Essential Functions

- Work with the Leadership Team to set strategic priorities for the organization
- Manage Kinnect's employee benefits package, HR compliance, and HR records
- Establish and maintain electronic storage compliance policies and procedures
- Administer payroll for all employees. Assure maintenance of accurate records and reports. Partner with outsourced payroll provider to ensure efficient and effective service. Troubleshoot questions and problems.
- Administer employee health and retirement benefits, including enrollment, employee questions, processing plan changes and terminations, and communication with outside providers.
- Oversee regulatory compliance for OSHA and COBRA.
- Support new hire recruiting, including job posting, advertising, applicant screening, reference checking, and new hire onboarding and orientation.
- Administer Unemployment and Worker's Compensation.
- Maintain HR-related records and document retention in compliance with regulatory requirements.
- Work with the Office Manager to ensure effective and efficient use of office space
- Support employee recognition and special events.

- Participate in the development and implementation employee education programs.
- Participate in regular evaluation of benefits and employee compensation.
- Prepare reports for Executive Director and Board as needed.
- Complete other projects and responsibilities as assigned by the Executive Director

Minimum Requirements

Education: Bachelor's Degree required with a Master's Degree preferred in business, human resources, or related field.

Preferred Skills/Qualifications:

- Confidentiality and discretion.
- Critical thinking and problem solving skills
- Ability to work independently and proactively
- Strong communications and organization skills
- Enthusiastic team participant
- Outstanding communication and people skills
- Familiarity with MS Office and various business software (SalesForce, Quickbooks, MailChimp)
- Willingness to work in a diverse, small office, small team environment.
- Must be able to pass a background check

Additional skills/competencies necessary:

- **Teaming:** Ability to motivate and inspire a team. Must show a commitment to establishing and maintaining vision in a fast-paced fluid environment, and to help team members to understand their role in helping to accomplish the vision. Demonstrate the ability to work independently and harmoniously with a variety of personalities and leadership styles.
- **Initiative:** Measure self against a standard of excellence. Undertake self-development activities and learn new skills, seek increased responsibilities, and ask for and offer help when needed.
- **Communication Skills:** Clearly and persuasively communicate, including public speaking; listen and seek clarifications; participate in meetings; write clearly and informatively.
- **Integrity:** Work well in a rapidly changing environment; treat other with respect and consideration; accept responsibility for own actions. Understand business implications of decisions, align work with strategic goals, complete administrative tasks and develop strategies to achieve organizational goals.
- **Flexibility:** Able to multitask in a changing work environment. Handle competing demands and unexpected events. Willingness to change approach to best fit the situation.
- **Dependability:** Follows instructions, takes responsibility for own actions; keeps commitments.

Working Conditions

- This position occasionally requires long hours and occasional weekend work.
- This job generally operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, etc.

DISCLAIMER: The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of employees assigned to this position.

Please send resume and cover letter to Dionne Sims at dionne@kinnectohio.org

Minority and LGBTQ candidates strongly encouraged to apply.

All employment decisions at Kinnect are based on business needs, job requirements and individual qualifications, without regard to race, color, religion or belief, national, social or ethnic origin, sex (including pregnancy), age, size, physical, mental or sensory disability, HIV Status, sexual orientation, gender identity and/or expression, marital, civil union or domestic partnership status, past or present military service, family medical history or genetic information, family or parental status, or any other status protected by the laws or regulations in the locations where we operate.