

## HR Professional

### Description

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**Harlem Educational Activities Fund (HEAF)** is a 30-year-old education and youth development organization located in Central Harlem, with a site location in Brooklyn. We are poised for growth and innovation. We work with motivated students to develop their intellectual curiosity, academic ability, social values, and personal resiliency. Our core values: Achievement, Education, Innovation and Leadership --- embody our work culture. Our goal is to transform the communities we serve into places where college readiness and college graduation are the norms.

In this newly created position, we are looking for an experienced **HR Professional** to join our HEAF team! This role will be responsible for implementing an inclusive purpose-driven culture whereby everyone involved is striving to perform at their best every day. To create this inclusive environment, we believe it is necessary for us to examine our current HR practices and make bold changes. This position is critical to the organization and reports directly to the CEO.

The **HR Professional's** focus will be to build a Human Capital strategy and implement sound HR practices that deliver on our objectives. The successful candidate will achieve this through automation, superior vendor services with the support of management.

You will undertake a wide range of HR tasks including: developing and organizing training, improving the administration of employee benefits, developing and updating HR policies and partnering with vendors to improve the current service provided to reduce risks associated with confidential information.

This position will also partner with HEAF leaders to build a pipeline of qualified attract candidates who will add to the team's capabilities and organization culture.

### **Responsibilities:**

- Influencing and driving the people agenda.
- Helping a team and individuals achieve maximum potential as well as addressing issues when performance is not at a high level/ or to its maximum potential.
- Establishing engagement methods that better facilitate teams to work effectively across the enterprise.
- Designing and building an organization capable of executing the strategic direction.
- Solving problems that lie at the interface of technology, people and performance.
- Increasing innovation and efficiencies across the organization's process

### **Qualifications:**

- Experience in creating and implementing a recruitment process which includes developing robust and diverse candidate pipelines, following consistent and targeted assessment practices during interviews and creating a positive candidate experience;
- Proven experience in implementing integrated HR solutions and strong HR Generalist experience;
- Demonstrated understanding of general human resources policies and procedures including a working knowledge of employment/labor laws; Advanced knowledge of MS Office; HRIS systems;
- Exceptional communication skills, including ability to develop and present clear and concise analysis and recommendations to senior management;

- Aptitude in problem-solving;
- Desire to work as a team with a results driven approach;
- Demonstrated results orientation and the intensity and drive to achieve excellence in strategy and execution.
- Strong project management and project execution skills, with proven ability to deliver key projects and programs on time and on budget; proven ability to effectively multitask;
- Proven ability to dissect complex human capital issues, performs research and analysis, and synthesizes conclusions into a value-maximizing strategy;
- Bachelor's degree in Business, Human Resources or related field and/or equivalent combination of experience; insurance or financial services industry preferred
- 5 -7 years of Human Resources Experience
- Ability to exercise good judgment, professionalism and diplomacy in decision making in individual and group interactions.
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### **Details at a glance**

- On-site Location
- Full Time Schedule
- 4-Year Degree Required
- Professional

### **Benefits**

Health and dental insurance, vacation, holidays, commuter benefits, 403b retirement plan FSA (Flexible Spending Account), etc.

### **How to Apply**

[HEAFPresident@gmail.com](mailto:HEAFPresident@gmail.com)

<http://www.heaf.org>

- Interested candidates should submit a cover letter and resume to [HEAFPresident@gmail.com](mailto:HEAFPresident@gmail.com).
- Please include "HR Professional" in the subject line.
- No phone calls please.