

THE RESURRECTION PROJECT

Job Description



Position Title	Human Resources Manager
Supervisory Relationship	Chief Operating and Enterprise Officer
Work Location	1805 South Ashland, Chicago, IL 60608
Organization General Description	After 28 years and an initial seed capital of \$30,000 from area parishes, The Resurrection Project (TRP) has grown to become a powerful and effective social enterprise that seamlessly blends community development, community organizing, and advocacy with human service delivery to create vibrant, healthier, and involved communities. Our efforts have resulted in leveraging over \$500 million in community investment.
General Job Description	Maintaining and enhancing the organization's human resources function by planning, implementing, and evaluating employee relations and human resources policies, programs, and practices.
Job Duties and Responsibilities	<ul style="list-style-type: none">• Creating new recruitment strategies to attract and hire professionals, including but not limited to, posting, interviewing candidates, and working with hiring managers throughout the process.• Developing methods to retain talent in the organization.• Responsible for performance improvement/corrective action/discipline policies and enforcement.• Identifying staff conflicts and suggesting potential solutions.• Work with Accounting/Finance department to monitor and manage payroll.• Process Workers Comp, STD/LTD claims, FMLA leave and certification.• Responsible for all reporting (ACA, EEOC).• Carry out compensation benchmarking to help with recruiting process.• Ensuring that procedures are carried out, and compliance with employment law and regulations (local, state, federal labor law).• Reviewing and monitoring staff benefits (medical, dental, vision, FSA, transit, EAP, retirement plan, annual audits).• Responsible for managing termination processes and severance compliance.• Tracking the HR budget and ensuring it stays on target.• Other duties as assigned.
Essential Knowledge and Skills	<ul style="list-style-type: none">• Must be highly organized, detailed, and perform with authority and forethought.• Must understand compliance (I-9/USCIS, EEOC, DOL, IDHR, immigration visas/work authorization documentation).• Must be adept at problem-solving and multi-tasking.• Must have the ability to prioritize and offer timely response.• Must demonstrate high ethical behavior and sound judgement.• Experience with ADP, Outlook, QuickBooks, Smartsheet/CRM a plus.• Bilingual in English and Spanish preferred.• Ability to work under tight deadlines.• Demonstrated ability to build relationships, work effectively with people of a diverse social, faith, economic, and racial background.• Represent the organization professionally.• Must be able to work independently and efficiently with little supervision.• In-depth understanding of generally accepted accounting principles.

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Special Working Conditions and Demands

- Ability to drive and travel occasionally within city and suburbs, between office locations, and within various neighborhoods.
- Ability to bend, lift, carry, move supplies and materials, and climb stairs in a physical, non-sedentary capacity.

Position Classification

Full-Time, Exempt

Preparation Date

10/15/18

Statement of Equal Opportunity

The Resurrection Project is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex (including pregnancy), national origin, ancestry, age, marital status, sexual orientation (including gender identity), military status, disability, language (any language use not related to job duties), or any other status protected by applicable federal, state, or local law.

Application Instructions

Please send resume and cover letter by email or mail. No phone calls please.

Contact Information

Email: trpjobs@resurrectionproject.org

Mail: Human Resources, 1805 South Ashland, Chicago, IL 60608