

<b>Job title</b>	<i><b>Human Resources Professional</b></i>
<b>Reports to</b>	<i>Director of Human Talent/Executive Director</i>

### **Job purpose**

Provide support to the Director of Human Talent. Duties may include mentoring HR staff, developing, evaluating, editing, or translating job descriptions and HR policies.

### **Qualifications**

- Bachelor's degree, prefer HR certification
- 5+ years experience in Human Resources role in company with 50+ employees
- Knowledge of principles and procedures for personnel recruitment, selection, training, compensation, benefits, labor relations, and personnel information systems
- Knowledge of best practices and common regulations governing HR activities
- Experience conducting training and development activities as well as identifying training and development needs
- Ability to use data and productivity measures to drive change, develop processes and enhance organizational performance
- Strong verbal and written communication skills and excellent interpersonal skills
- Must be able to handle confidential and sensitive information
- Computer and MS Office
- Preferred but not required: Proficiency in speaking, understanding, reading, and writing in Spanish and English

### **Duties and responsibilities**

- Conduct a full assessment of HR policies and procedures in order to make recommendations to HR staff and Executive Director.
- Assist in training and development efforts to promote best practices in recruitment, job postings, reviewing resumes, performing interviews and maintaining records.
- Evaluate compliance with United States employment regulations and fair employment practices.
- Assist in development of a performance evaluation program.
- Mentor staff in HR activities in areas of personnel policies, employee recruitment and retention, compensation and benefits, employee relations, and regulatory compliance.
- Mentor staff handling sensitive performance management and other employee relations matters.
- Coach HR staff to manage workforce engagement, morale, and employee satisfaction.
- Mentor staff regarding exit interviews and processing terminations in accordance with company policies and legal requirements.
- Complete miscellaneous research, reports, and memos as requested.



**Olancho Aid Foundation**  
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### **Personal Skills**

- Flexible and proactive.
- Enthusiastic, self-directed, detail-oriented, well organized individual with ability to multi-task.
- Having good verbal and communication skills.
- Passionate about employee relations, with a track record of creating employee engagement program.
- Creative and forward thinking.
- Experience with change management.
- Ability to interact with people from different backgrounds.
- Appreciation for cultural and regional differences that affect HR policies and procedures.
- Being able to work with a team.
- Discretion with sensitive information.