

# INSTITUTE FOR NONVIOLENCE CHICAGO

EXEMPT

**TITLE:** HUMAN RESOURCES MANAGER

**REPORTS TO:** CHIEF OPERATING OFFICER

## **ORGANIZATION OVERVIEW:**

In its history, Nonviolence Chicago has reached thousands of Chicagoans affected and traumatized by violence and has been the architect and pacesetter for the nonviolence movement in Chicago today. For the last five years, Nonviolence Chicago has taken up the peaceful charge against violence in Chicago. With a hands-on, mind-on approach to ending violence, we work in and part of each community we serve. Our work is propelled by the principles of Dr. King which daily underscore all our actions. The catalytic effect Nonviolence Chicago has had in its short lifetime is widely recognized, including bringing attention to the need for coalitions and a citywide response and financing to meaningful violence reduction. INVC is a mission driven organization, committed to the growth and success of our team. We believe in investing in and supporting the needs of our staff and creating a healthy and happy workplace culture.

The Goals of the Institute for Nonviolence Chicago are:

- Reduce community shootings and homicides
- Reduce recidivism among people at highest risk of violence
- Strengthen positive supports for individuals caught in the cycle of violence
- Heal and empower the community during the aftermath of violence
- Transform relationships between law enforcement and affected communities they serve

## **ESSENTIAL FUNCTION:**

Serve as a business partner and resource for employees and management. Responsible for full life cycle of employee including recruiting, screening, selection of staff by using creative sourcing methods (internal and external). Provides guidance to managers on employee relations matters. Communicate policies and procedures and ensures organizational compliance. Build a culture of wellness and care for our staff, which then can be used to inform interactions with our participants and communities.

## **RESPONSIBILITIES:**

1. Partners with employees and management to communicate various human resources policies, procedures, laws, standards, and government regulations.
2. Provide managers with basic training in areas of employee wellness, motivation, and mentoring.
3. Counsels and provides guidance to management about corrective action administration, while ensuring consistent application of HR policies/practices and compliance with employment laws and regulations.
4. Responds to and facilitates resolution of employee relations issues including but not limited to complaints and harassment allegations.
5. Serves as an expert for recruiting candidates, meeting fill-rate requirements. Uses traditional and non-traditional resources to identify and attract quality candidates. Ensure high visibility on job boards and other resources to attract candidates. Communicates important employment information during delivery of employment offers (i.e., benefits, compensation, etc.).

6. Screens resumes, interviews candidates (by phone and in person), administers appropriate assessments, reference/background checking, make recommendations for hire (or not hire) and delivers employment offers for both exempt and non-exempt positions. Manages current candidate activity and maintains all recruitment files.
7. Manages application/resume file and retention according to Agency policy.
8. Manages internal transfer process including selection and offer.
9. Assist with annual review and administration of compensation & performance management program to ensure effectiveness, compliance, and equity within organization.
10. Assist with management of the evaluation, classification, and rating of positions.
11. Conducts exit interviews, analyzes data, and makes recommendations to management team as it relates to corrective action and /or improvement.
12. Advise on/or provide guidance to managers on organizational policies, procedures, and legal matters such as equal employment opportunity and sexual harassment and recommend needed change.
13. Strengthen and update existing HR systems including job descriptions, competency profiles, offer letters, policies, and databases to improve efficiency and develop consistency across the organization.
14. Recommend, evaluates, and participates in staff development for the agency.
15. Leads staff wellness program.
16. Collaborates with and provides guidance and recommendations to hiring managers to ensure compliance with all federal/state laws and regulations.
17. Facilitates and provides HR related training to the staff, including new employee orientation.
18. Respond to EEOC charges.
19. Maintains memberships and affiliations with trade/professional organizations related to industry.
20. Must have mobility to travel to multiple sites.
21. Perform all other duties as assigned.

### **QUALIFICATIONS:**

Master's degree preferred. Bachelor's degree and 7+ years of experience in recruitment, employee relations, benefits, and experience in a generalist role required. Must have knowledge and experience recruiting and managing/resolving employee relations issues. SPHR/SHRM-SCP or PHR/SHRM-CP Certification *preferred*. Excellent interpersonal, organizational skills, attention to detail, written and oral communications skills. Must have ability to multi-task in a fast-paced environment. Must develop strong working relationships across the agency.

To apply, please send a cover letter along with your resume to [lisas@nonviolencechicago.org](mailto:lisas@nonviolencechicago.org).

### **Our Commitment to Diversity, Equity, and Inclusion**

We value a truly diverse workforce and a culture of inclusivity and belonging. Our goal is to attract qualified candidates and encourage applications from all individuals without regard to race, color, religion, sex, national origin, age, disability, veteran status, marital status, gender identity, or any other characteristic protected by applicable law. We are committed to creating a dynamic work environment that values diversity and inclusion, respect and integrity, participant focus, and innovation.

### **Institute for Nonviolence Chicago -- EEO Statement**

Institute for Nonviolence Chicago provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, Institute for Nonviolence Chicago complies with applicable state and local laws governing nondiscrimination in employment in every location in which the organization has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.