

LEADERS OF TOMORROW YOUTH CENTER



Position Title: Human Resources and Business Director

Position Summary: Under general direction, provide human resources and business management for the personnel and administration of LTYC ensuring it meets the needs of the organization effectively to achieve excellent standards of service, production and growth. This will begin as a contractual position, 40-60 hours a month, with the possibility of growth into a full time position.

Reports to: Executive Director

Position Responsibilities:

- Develops organization strategies by identifying and researching human resources issues; contributing information, analysis, and recommendations to organization strategic thinking and direction; establishing human resources objectives in line with organizational objectives.
- Implements human resources strategies by establishing organization accountabilities, including talent acquisition, staffing, employment processing, compensation, health benefits, training and development, records management, safety and health, succession planning, employee relations and retention, DOL compliance, and labor relations.
- Manages human resources operations by recruiting, selecting, orienting, training, coaching, counseling, staff; monitoring, and reviewing staff job contributions; maintaining compensation; accumulating resources; resolving problems; implementing change.
- Develops human resources and business operations by estimating, forecasting, and anticipating requirements, trends, and variances; developing action plans; measuring and analyzing results; initiating corrective actions; minimizing the impact of variances.
- Oversight and tracking of all personnel documentation including, but not limited to employment contracts, agreements, vacation time, background checks, etc.

- Supports management by providing human resources advice, counsel, and decisions; analyzing information and applications.
- Lead the updating and creation of all HR documentation such as staff manuals and handbooks
- Champion the onboarding process, ensuring the process is up to date and of high quality, providing clarity and connection for all employees and their role in relation to the overall vision
- Complete quotes and invoicing for partners
- Maintain electronic filing of employee records and files
- Liaison between Team members and Management for HR Files and Pay Inquiries.
- Manage processing for bills and expenses
- Complies with federal, state, and local legal requirements
- Develop goals and action plans that are in alignment with the organization

Essential Skills and Experience:

- Business Administration or MBA Degree (preferred)
- Strong knowledge of project-based software
- Impeccable analytical skills
- Able to meet tight deadlines
- Excellent computer skills
- Ability to operate computers and possess basic knowledge of MS Windows, Microsoft Word and other software.
- Excellent supervision, managerial, and organizational skills.
- Excellent communication skills.
- Positive attitude, high level of professionalism, enthusiasm and customer service
- Attention to detail and ability to meet deadlines
- Regular and consistent attendance
- Must perform duties with moderate direction given, operating from established directions and instructions. Decisions are made with general organization policy constraints, but occasionally requires independent decision- making