

## PRO BONO RESOURCE CENTER OF MARYLAND

### Position Description for Human Resources Administrator

**Job Summary:** Impactful statewide non-profit that engages volunteer and staff legal advocates to offer free legal representation in key critical areas seeks is seeking a highly organized and bright human resources professional who will oversee the recruitment, hiring, professional development and employee engagement for our 50+ staff. This is a new position for our team and offers an opportunity for growth, creativity, and further development of a collaborative and positive work environment. The individual should have experience in the human resources field and enjoy working with a diverse group of dedicated employees.

#### **Primary Responsibilities:**

- Manages recruitment, hiring, and onboarding processes.
- Administers employee benefits plans and responds to questions regarding benefits.
- Coordinates and oversees performance review process.
- Maintains complete and up to date personnel records of employees to ensure compliance with the law.
- Designs and helps implement retention strategies and plans for staff training, advancement, and professional development.
- Serves as a link between management and employees by consulting with concerned parties to discuss work-related issues and determine the best course of action for effective resolution.
- Maintains currency on existing and pending legislation to ensure overall compliance with regulatory requirements.
- Communicates human resources policies, procedures, laws, and standards to new and existing employees.
- Administers compensation, benefits and performance management systems, and safety and recreation programs.
- Conducts exit interviews to identify reasons for employee termination.
- Supports management team with HR related tasks.

#### **Qualifications:**

- Prior human resources and administrative experience
- Proficiency with technology and ADP timekeeping and payroll system
- Excellent attention to detail with strong organizational skills
- Strong interpersonal skills
- Desire to contribute to mission-driven organization

#### **Amenities:**

- Competitive salary ranging from \$52,000 – \$65,000 depending on experience
- **Open to full or part time position**
  - Full time position with excellent benefits package including paid health insurance, disability insurance, and employer-matched 401k plan; paid sick and vacation leave; and paid holidays
  - **OR**
  - Part time position (with salary commensurate) with select pro rata benefits
- Hybrid in person/remote work

#### **TO APPLY:**

- Interested candidates should send, via email, 1) a cover letter describing interest and qualifications for the position, 2) a resume, 3) the names and contact information for three professional references to: Tamara Caines; [tcaines@probonomd.org](mailto:tcaines@probonomd.org); with the subject line “**HUMAN RESOURCES ADMINISTRATOR** - Last Name, First Name.”
- Applications will be accepted on a rolling basis; applicants are encouraged to apply promptly but no later than **December 6, 2024**.

**NOTE: All staff and others working on PBRC-related activities must be fully vaccinated or have an approved exemption granted. Proof of Booster: Proof of the booster vaccination (determined by compliance with updated CDC / FDA definition) must be submitted to the Executive Assistant.**

*PBRC's mission is to champion equitable access to justice for Maryland's marginalized communities by*

*providing legal help, pioneering collaboration with partners, and advocating for economic and social justice.*

*PBRC is an equal opportunity employer committed to diversity. We encourage all interested persons to apply including applicants of color, people with disabilities, and others historically underrepresented.*