

YouthLink Job Opening: **HUMAN RESOURCE MANAGER (Part-Time)**

Support the people who help youth transition out of homelessness.



About YouthLink

YouthLink is a recognized leader in the Twin Cities and beyond for our work to build pathways of opportunity for homeless youth ages 16 – 24. Our youth-focused team provides innovative, evidence-based services that guide youth on a holistic level toward futures of education, employment, health and wellness, and housing stability. Since 2011, YouthLink has been home to the Youth Opportunity Center (YOC), a first-of-its-kind collaborative center where over 30 community partners make vital resources available onsite to provide efficient and effective interventions and strategies for youth in crisis. In addition to our drop-in center, YouthLink provides site-based supportive housing programs at four locations for youth transitioning out of homelessness or foster care: Archdale, St. Barnabas, Nicollet Square, and the newly opened Downtown View Apartments.

Our Mission

At YouthLink, our mission is to support and empower young people on their journey to self-reliance.

POSITION SUMMARY

The Human Resource Manager is a new position that will expand YouthLink's capacity to support employees through effective personnel management. Reporting directly to the Executive Director and serving as an important member of the YouthLink leadership team, the Human Resource Manager will be responsible for providing administration, coordination, and evaluation of YouthLink's human resource functions.

Key responsibilities include:

- Reviewing and making recommendations to leadership for improvement of agency policies, procedures, and practices on personnel matters, and assisting in implementation of approved recommendations.
- Advising leadership on culture of inclusiveness and assisting in development of related initiatives.
- Maintaining knowledge of industry trends and employment legislation and ensuring compliance.
- Maintaining responsibility for compliance with federal, state, and local legislation pertaining to all personnel matters.
- Developing and maintaining Affirmative Action Program.
- Offering recommendations during benefit renewal and perform benefits administration, including approving invoices for payment and communicating benefits information to employees.
- Communicating changes in personnel policies and procedures and ensuring proper compliance.
- Assisting leadership in annual review, preparation, and administration of wage and salary program.
- Assisting in recruitment effort for staff and work with supervisors to screen and interview candidates.
- Coordinating and conducting exit interviews to determine reasons behind separations.
- Consulting with legal counsel on personnel matters.
- Working directly with supervisors to assist in carrying out responsibilities on personnel matters.

- Recommending, evaluating, and participating in staff development for the organization.
- Developing and maintaining a human resource information system.
- Participating on committees and special projects and seeking additional responsibilities.
- Ensuring positive and professional representation of the agency in all interactions with youth, employees, partners, and community.
- Other duties as assigned.

QUALIFICATIONS

A Bachelor's degree, 5 years of human resource experience, and SHRM-CP or PHR credential is required. A Master's degree in human resource management and/or SHRM-SCP or SPHR credential is preferred. Qualified candidates must:

- Have exceptional written, oral, and interpersonal communication skills.
- Be knowledgeable of business practices, including federal, state, and local employment regulations.
- Exhibit a high degree of professionalism and ethical practice.
- Be able to effectively consult with and provide navigation to both management and front-line employees.
- Maintain strong global and cultural awareness, including ability to work with individuals from diverse backgrounds and demonstrate acceptance of a variety of individual beliefs, behaviors, and cultural and spiritual practices.
- Be able to evaluate critically, think strategically, and solve problems creatively.
- Be able to build and maintain positive and productive working relationships.
- Be able to demonstrate success in managing workplace relationships.

The winning candidate must be able to pass a background check and drug test in accordance with local, state, and federal laws.

Hours: Part-time, 20 hours per week. Working hours and days (Monday – Friday) flexible. Must be available to work between hours of 10am and 2pm.

BENEFITS

Up to \$40,000 annually, dependent on experience. Available benefits include:

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| • Medical | • Long-term disability |
| • Dental | • Elective benefits: Short-term disability,
FSA, 401(k) |
| • Life insurance | |

HOW TO APPLY

E-mail a cover letter and resume with the subject line "Human Resource Manager" to Stacey Peterson at peterson@youthlinkmn.org.

Equal Employment Opportunity: YouthLink shall seek to ensure and provide equal opportunity for all persons seeking employment without regard to race, age, color, religion, gender, marital status, sexual orientation, military status, national origin, disability, or any other characteristic as established by law.