



Human Resources Specialist (*part-time with experience*)

Epiphany is an independent school for children of economically disadvantaged families in Boston with financial aid for all students. We are looking for an individual with human resources (HR) experience who can serve as the subject matter expert on HR programs; provide HR support and guidance to managers on a broad range of HR related matters.

Responsibilities include the following:

Guide employees and managers with sensitive HR issues and concerns; handle all aspects of employee relations; act as key contact for employees and managers on HR topics; provide counsel to managers and employees with a focus on problem resolution; manage workplace investigations as needed.

- Opportunity to develop a strategic recruitment process including talent acquisition, standardized interviewing, testing, aiding managers in candidate selection, training hiring managers in recruitment best practices.
- Facilitate new hire process including new hire orientation, training program oversight, participate in annual schoolyear orientation.
- Assist employees in understanding topics relating to leaves of absence, compensation, HR-related policies, and procedures.
- Assist in policy development and implementation; guide employees and managers in understanding policy; promote programs aimed towards creating conflict-free workplaces; maintain handbook updates as needed.
- Ensure compliance with federal, state, and local laws; ensure compliance with labor regulations.
- Performance Review Process management annually; track and maintain reviews; educate managers in best practices.
- Provide guidance and insight on matters of significance such as employee retention practices, succession planning.
- Maintain employee files and records in electronic and paper form.
- Serve as backup for administering compensation and benefit plans.

Requirements:

- Bachelor's Degree in Business or Human Resources and 3-5 years of human resources experience required.
- HR certification is preferred.
- Maintain a professional demeanor and strong communication and organizational skills.
- Proven ability to work in an independent and self-directed manner and possessing the ability to rely on experience and judgement when dealing with human resource matters.
- Keen attention to detail and experience in managing confidential and sensitive information.
- Experience working within a non-profit or educational environment is preferred.
- Ability to be onsite at our Dorchester, MA office.
- Must be U.S. Citizens or permanent resident

Compensation:

- Compensation: \$45K for 20-hour workweek
- Health, Life, Vision, and Dental Insurance plans all subject to premium split
- Retirement plan with employer match

Hiring Process:

- Check out the website at www.epiphanyschool.com
- Check out the video at <https://vimeo.com/user113099631>
- Submit resume and cover letter to bletcher@epiphanyschool.com