



Position Title: H.R. Manager

Reports to: Chief Financial Officer (CFO)

Office Location: 415 East 73rd Street; New York, NY 10021, occasional travel to other CBN locations in East

Harlem, Upper East Side, and Roosevelt Island

Status: Part-Time, 21 Hours (3 days a week, on-site)

Compensation: \$60,000 annual salary

About Carter Burden Network: For over 50 years, Carter Burden Network (CBN) has promoted the wellbeing of older adults 60 and over in New York City through a continuum of services, advocacy, arts and culture, health and wellness, and volunteer programs, all oriented to individual, family, and community needs. We are dedicated to supporting the efforts of older people to live safely and with dignity. For further information about CBN, please visit www.carterburdennetwork.org

Position Summary: The Senior H.R. Manager is a new position at the organization that will help manage the human resource needs of our organization's 75 staff members. The H.R. manager will work on a range of HR needs including recruiting, onboarding, conflict mediation, and assistance with payroll, benefits, and leave administration. The Human Resources Manager should have strong interpersonal skills and work well with colleagues. S/he should be a good communicator with strong written skills and attention to detail.

Primary Responsibilities:

- Provide support with recruiting for vacant positions by working with hiring managers to create job postings, post to job boards, review applications, and conduct pre-screening interviews
- Conduct background checks for new hires, volunteers, and subcontractors
- Draft and compile new hire paperwork and review compensation and benefits packages with new hires
- Conduct onboarding and orientation for new employees, reviewing organizational policies and procedures
- Update employee resource handbook and organizational policies, as needed
- Oversee annual employee evaluation processes including updating evaluation paperwork, establishing timelines for completion, guiding Program Directors in process, reviewing completed paperwork, and providing results interpretation to leadership
- Provide mediation to address employee conflicts and guidance to leadership when disciplinary measures are needed
- Oversee employee disciplinary meetings, terminations, and investigations.
- Ensure organizational chart is consistently updated and distributed appropriately
- Serve as first point of contact when employees experience challenges with ADP, payroll, benefits, or other employees

- Maintain personnel files
- Provide support to subcontractors, as needed, including maintaining current and accurate subcontracting paperwork
- Conduct exit interviews with departing employees
- Work with CBN's benefits service provider to oversee annual open enrollment process
- Regularly review CBN policies and recommend best practices to maintain compliance with federal, state, and local employment laws and regulations
- Implement agency-wide trainings, including legally mandated trainings (e.g. sexual harassment) as well as customized trainings to support professional development for staff (e.g. email communication, Microsoft Office suite, etc.)
- Provide support with financial and programmatic audits, as needed
- Maintain accurate personnel data
- Maintain discretion and confidentiality when handling sensitive information and matters
- Accept other assignments, as appropriate, to meet the needs of the organization

Required Qualifications:

- Bachelor's Degree in Human Resources or related field with a minimum of 2 years of experience in the field
 - Advanced interpersonal and written/verbal communications skills
 - Passion for CBN's mission
 - Ability to work proactively, both independently and collaboratively
 - Strong proficiency with information management systems and Microsoft Office Suite
- CBN offers a generous benefits package for Full and Part- Time employees, which includes:
- Health and dental coverage with 100% employer-paid options
 - Generous PTO including 15 vacation days, 4 personal days, and 10 sick days accrued annually, in addition to holidays
 - Retirement plan with 3% employer contribution plus up to 2% match after one year of service

Please submit resume and cover letter to: Patricia Mays at Maysp@carterburdenetwork.org

It is the policy of CBN to provide equal employment opportunity to qualified individuals for employment or advancement without discrimination because of race, color, religion, creed, political association, ancestry, gender, gender identity, sex, sexual orientation, marital status, domestic violence or stalking victim status, national origin, citizen, age, veteran status, pregnancy, handicap disability, genetic, genetic characteristics, or other protected status.