



New Jersey Institute for Social Justice Part-Time HUMAN RESOURCES ADMINSTRATOR

THE INSTITUTE'S MISSION:

The New Jersey Institute for Social Justice (“Institute”) is a leading social justice organization that empowers residents of urban communities to realize and achieve their radical potential. Established in 1999 by Alan V. and Amy Lowenstein, the Institute’s dynamic and independent advocacy is aimed at toppling load-bearing walls of structural inequality in order to create just, vibrant, and healthy urban communities. The Institute employs a broad range of tools to advance its ambitious urban agenda, including strategic public education and communications, grassroots organization, policy analysis and research, legislative campaigns, the development of pilot programs, direct services, and litigation.

POSITION SUMMARY:

The Human Resource Administrator is responsible for performing HR-related duties on a professional level and works closely with senior management in supporting the work of the Institute. This position carries out responsibilities in the following functional areas: benefits administration, employee relations, training, performance management, onboarding, policy implementation, recruitment/employment, affirmative action and employment law compliance. to the President and CEO and Vice President, the Human Resources Administrator builds and maintains all aspects of the organization’s administrative infrastructure necessary to successfully meet the goals outlined by the Institute’s strategic plan and the vision of the President & the Board of Trustees.

RESPONSIBILITIES:

- Oversee the new employee enrollment, administration, renewal, and termination of all employee benefits including health insurance, life insurance, disability (401(k), ROTH 401(k), FSA, MERP, and all issues arising from benefits (rollovers, loans, withdrawals, and other compliance, MERP tracking and payments, claims, dependents, etc.);
- Develop and maintain a matrix detailing vendors, employee benefits, open enrollment periods, and insurance policy expiration dates;
- Complete annual open enrollment and renewal forms to ensure appropriate insurance coverage including health insurance, disability general liability, umbrella, workers compensation, Directors & Officers, professional liability;
- Manage the annual workers compensation insurance audit;

- Complete necessary applications and renewals to ensure appropriate group health, life, and disability insurance coverage of the employees;
- Coordinate annual open employee enrollment meetings;
- Identify career building and wellness trainings for staff;
- Collect and process all staff timesheets and track time off for each employee;
- Participate in developing or securing an efficient personnel time management system;
- Conduct new –employee orientation and manage exit process for all employees;
- Assist in recruitment efforts for all personnel, students interns and temporary employees;
- Monitor and initiate employee performance evaluations and make recommendations for improvements as necessary;
- Create and maintain organizational charts, employee directory and personnel emergency contact information;
- Recommend new approaches, policies and procedures to effect continual improvements in efficiency of the human resources department and services performed;
- Maintain personnel files and compile reports from the database;
- Ensure Institute is compliant with federal and state laws and regulations concerning employment;
- Compile reconciled information required for annual ERISA testing and preparation of Form 5500;
- Perform other related duties as required and assigned.

QUALIFICATIONS:

The ideal candidate will possess the following:

- A bachelor’s degree and three to five years’ human resource management experience;
- Proficiency in Microsoft Office suite applications;
- Excellent organizational and analytic skills;
- Ability to prioritize tasks;
- Excellent written and oral communication skills;
- Experience cultivating employee relationships;
- A demonstrated ability to work effectively in a team;
- A demonstrated ability to meet multiple deadlines;
- A commitment to racial diversity; a personal approach that values the individual and respects differences of race, ethnicity, age, gender, sexual orientation, religion, ability and socio-economic circumstance, and ability to work with diverse individuals within the organization and broader community.