



Sr. Manager of Human Resources (Non-Profit)

Wanted: Versatile, experienced, energetic individual to join our team at Hands On Hartford as our **Sr. Manager of Human Resources**.

Why work at Hands On Hartford: Hands On Hartford, in partnership with others, strengthens community in Hartford by responding faithfully to people in need through programs that change lives and renew human possibility. We're a 54+ year old nonprofit that values team work, inclusivity, and takes strengths-based, collaborative approach to all we do.

When: Salaried, exempt position which requires a minimum 40-hour work week. Some flexibility in the work schedule is expected; Off hours agency emergency response; occasional holiday coverage

Pay: \$70,000 - \$75,000

As the Sr. Manager of Human Resources you'll make a difference in the lives of the folks we serve, as well as in fostering a well-supported and impactful team of staff, by providing leadership in all aspects of Human resources including, recruiting, hiring, onboarding, off-boarding, professional development and compliance training, DEI program, employee health and welfare benefits, and EEO compliance, and ensure compliance with federal, state, and local employment laws and regulations. In addition, oversee the agency Information Technology and works closely with the I.T. outsourced provider in implementation, support, maintenance, repair or protection of data and computer systems.

This could be the position for you if you:

- 5+ years experience in the Human Resources field with a minimum of 2 years experience as an HR Manager
- HR Certification a plus
- demonstrated strong knowledge of HR principles as well as labor law, OSHA, FMLA and other federal, state, and local regulations
- strong problem-solving and conflict resolution skills
- Believe in our mission and core values and are committed to diversity, equity and inclusion
- Have a desire to grow professionally and to support others in doing the same
- Lead with energy and enthusiasm; and possess excellent organizational and communication skills
- Are creative, have some schedule flexibility, and thrive as part of a team
- Have knowledge and proficiency in using computer applications, including Windows
- Possess a valid driver's license, registered and insured motor vehicle

We care passionately about our employees and offer:

- Generous medical/dental/disability/life benefits
- Dedicated, diverse, and friendly co-workers
- Paid time off – 12 holidays, +vacation, +personal time, and sick leave
- 401(k) employer contribution and employer match
- Free parking

If this sounds interesting to you:

Send letter of interest, resume and salary requirements to:
Pamela Fitzgerald, Director of Finance and Administration
Hands On Hartford, 55 Bartholomew Ave, Hartford CT 06106.
Email pfitzgerald@handsonhartford.org

AA/EOE