

Human Resources Associate

Requirements: Qualified candidates will possess a Bachelor's degree with concentration in Human Resources or equivalent field and 2+ years related experience. Advanced computer skills and working knowledge of Quickbooks Accounting Software preferred. The ability to prioritize and meet deadlines in a fast-paced work environment with strong organizational, problem-solving, and analytical skills; excellent writing skills and the ability to communicate in a professional manner. Ability to pass a criminal records check, child protective services check, and motor vehicle check.

Job Description: The Human Resources (HR) Associate will serve as an HR generalist to support a team of 25 employees at Bloom. The HR Associate is responsible for employee onboarding and relations, submission of payroll, recruitment and retention, HR compliance, and training and development.

Primary Responsibilities:

- Serves as the initial point-of-contact for all HR and payroll questions and responds in a timely manner.
- Advertises for available job opportunities, fields employment inquiries, and serves as initial point- of-contact for job applicants.
- Manages all incoming job applications and narrows down the list of candidates for the CEO to review.
- Schedules applicant interviews, handles follow-up communication and inquiries, and works with the CEO to extend job offer letters and initial documents.
- Oversees Employee Onboarding process to include employee verification and background checks, review of Employee Handbook and other Bloom policies and procedures.
- Works with the Director of Administration & Finance to ensure all employees have technology and supplies they need (keys, codes, business cards, computer equipment, office supplies, etc.).
- Tracks, updates and ensures accuracy of Foster Care employee notebooks and training documentation.
- Serves as point-of-contact and trouble-shooter for contracted payroll company.
- Ensures accuracy of employee Paid Time Off (PTO) in the payroll software system.
- Reviews, updates and submits bi-weekly payroll and inputs payroll information into Quickbooks.

- Oversees employee benefits package, educates employees on what benefits are available and ensures new hires are offered benefits within required timeframe.
- Performs an annual analysis of employee benefits package and makes recommendations to the CEO.
- Oversees annual Employee Satisfaction Survey.
- Organizes 2-3 employee retention/appreciation events and spearheads various employee appreciation endeavors.
- Assists CEO with employee exit procedures.
- Serves as point-of-contact for training software and works with Department heads to ensure staff training needs are met.

How to Apply: Please send cover letter and resume to jobopening@bloomouryouth.org. No phone calls please.