OUR Center

Outreach United Resource Center

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Human Resource Specialist</th>
<th>Reports To:</th>
<th>Executive Director</th>
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<tbody>
<tr>
<td>Location:</td>
<td>220 Collyer Street</td>
<td>Travel Required:</td>
<td>Driving may be required</td>
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<tr>
<td></td>
<td>Longmont, CO 80501</td>
<td>Position Type:</td>
<td>Part-time (20-25 Hours/Week), Non-Exempt</td>
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<td></td>
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<td>Rate of Pay</td>
<td>$20 - $25 / Hour</td>
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Position Summary:
The Human Resource Specialist will be an instrumental support to the organization and its leadership team. This Human Resources Specialist will be the primary custodian of the organization's personnel. The Human Resource Specialist is responsible for recruiting and onboarding new staff, facilitating training development and execution, administering compensation programs, and mediating employee concerns. As a department of one, the Human Resources Specialist will have significant influence over their work, and within the company in general.

Responsibilities/Accountabilities:
The following is to be performed while adhering to OUR / Aspen Center operational policies, procedures, and safety rules.

- Lead the hiring process by developing sourcing strategies, reviewing resumes, selecting qualified candidates, coordinating in-person interviews, conducting phone screens and reference checks.

- Perform new hire orientation and complete all applicable onboarding paperwork for benefits, payroll, and compliance.

- Maintain complete and accurate personnel records in accordance with company policies and state and federal regulations.

- Coordinate benefits administration, to include new hire and open enrollment, responding to employee inquiries and resolving issues with benefits carriers.

- Administer various HR programs such as leave of absence, benefits, unemployment insurance claims, e-verify etc.

- Collaborate with Accounting to administer of bi-weekly payroll processing using Gusto and When I Work.

- Assures that the company employment, safety, labor relations, personnel, and equal opportunity policies and practices comply with the applicable provisions of federal and state labor laws, including the maintenance of necessary files, etc.

- Lead internal events and rewards for employees, wellness clinics and initiatives, employee acknowledgements, etc.

- Coordinate employee performance review process, including reviewing and tracking completed performance reviews.

- Manage employee performance issues, including but not limited to working with the Executive Director to conduct investigations, make appropriate corrective action recommendations, and provide advice to leadership on methods and approaches to resolve employee performance issues.
OUR Center

Outreach United Resource Center

- Respond to internal and external HR related inquiries and requests and provide assistance as required.
- Interpret and explain personnel policies and laws to employees and leadership.
- Hold all confidential information in trust and strict confidence and agree that it shall be used only for the purposes required to fulfill employment obligations, and shall not be used for any other purpose, or disclosed to any third party.
- Comply with all privacy laws and regulations, which apply to the collection, use and disclosure of personal information.
- Demonstrates high commitment and display of high-quality services run by the principles of equity, diversity, and inclusion.
- Participate in various HR projects.
- All other duties and tasks deemed necessary and appropriate.

Minimum Education Requirements and Qualifications:

- Bachelor's Degree from an accredited college or university in business, marketing, nonprofit management, or related field.
- Minimum of three years’ experience in human resources.
- Comprehensive understanding of applicable employment law and compliance to federal and state regulations.
- Excellent communication (verbal and written), problem solving, listening, and interpersonal skills, with the ability to develop and maintain positive work relationships.
- Demonstrated ability to apply culturally appropriate skills in interactions with participants, co-workers, volunteers, partner agencies, and other community members.
- Work ethic that exemplifies enthusiasm, teamwork, and self-motivation.
- Excellent organizational skills, attention to details, and possess strong time management skills
- Self-starter and ability to work independently, efficiently, effectively, and multi-task in a fast-paced environment.
- Proven ability to handle highly confidential data with integrity and professionalism
- Strong knowledge of federal and state employment laws and human resources practices
- Flexible, proactive, adaptable, and able to work in a fast-paced, changing environment.
- Ability to work as an effective and collaborative team player.
- Proficiency in Microsoft Office products.
- Ability to lift 50 pounds
- Ability to sit for extended periods of time
- Available to work some evenings and weekends.
- Valid Colorado driver’s license
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job. Leadership reserves the right to assign or reassign duties and responsibilities to this position at any time as needed by the organization. This job description does not constitute an employment agreement between the OUR Center and the employee.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

Reviewed By  Marc A Cowell, Executive Director  Date  05/26/2022

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