



PROFESSIONAL OPPORTUNITY: DIRECTOR OF HUMAN RESOURCES

Heritage Community Initiatives, a nonprofit marking our fourth decade of service, is looking for an exceptional Human Resources professional to work with our President and CEO in supporting our growing team of professionals.

Heritage Community Initiatives is honored to serve families in forty communities within Eastern Allegheny County through our Education, Transportation and Nutrition programs. Each year, Heritage provides highly accredited academically-based early learning and out-of-school time programming for over 300 at risk children. Heritage Community Transportation, a fixed-route transit service in operation for 20 years, provides nearly 8,000 rides each month for residents in largely transit-isolated communities. Heritage is the only human services nonprofit in the Commonwealth designated as a provider of public transportation. More than 100,000 meals are served each year by our Nutrition Services which provides solutions in meal planning, ordering, preparation and delivery while creating healthy options for youth and senior populations.

The successful candidate will have experience in the following areas of responsibility:

- Collaborates with senior leadership to understand the organization's goals and strategy related to staffing, recruiting, and retention.
- Leads the development and implementation of policies, processes and training to support the organizations human resource compliance and strategy needs.
- Administers all aspects of the human resource department including, but not limited to - recruiting; performance management process; employee files and compliance tracking; disciplinary matters, disputes and investigations; recognition initiatives; new hire orientation; training and professional development.
- Identifies staffing and recruiting needs; develops and executes best practices for hiring and talent management.
- Monitors and ensures the organizations compliance with employment law and regulations, and recommended best practices; reviews and modifies policies and practices to maintain compliance.
- Maintains knowledge of trends, best practices, regulatory changes and employment law; applies this knowledge to communicate changes in policy, practice, and resources to upper management.
- Recruits, interviews, and facilitates the hiring of qualified job applicants for open positions; collaborates with departmental managers to understand skills and competencies required for openings.

- Handles employment-related inquiries from applicants, employees, and supervisors, referring complex and/or sensitive matters to the appropriate staff.
- Attends and leads employee disciplinary meetings, terminations, and investigations.
- Performs other duties as assigned.

Education, Experience and Required Skills

- Bachelors degree in Human Resources or related field
- At least three years of Human Resource experience required
- SHRM certification preferred
- Exceptional verbal and written communication skills.
- Works comfortably under pressure and is accustomed to tight deadlines
- Excellent interpersonal, negotiation, time management and organizational skills.
- Outstanding analytical and problem-solving skills.
- Strong supervisory and leadership skills.
- Ability to adapt to the needs of the organization and employees.
- Thorough knowledge of employment-related laws and regulations.
- Proficient with Microsoft Office Suite or related software.
- Proficiency with or the ability to quickly learn the organizations HRIS and talent management systems.

Applicants are asked to send a cover letter and a copy of your resume to humanresources@heritageserves.org and please visit our website for additional information about Heritage Community Initiatives - www.heritageserves.org.