

LaSallian Educational and Research Initiatives



Human Resource Manager

Organization

Lasallian Educational and Research Initiatives is an expression of the Lasallian mission of the Institute of the Brothers of the Christian Schools, establishing works in the service of young people, especially works that are good and beneficial for young people to realize integral human and spiritual development. Individuals in our organization believe in doing what's best for young people and supporting those trusted adults who are in their lives and are encouraging them towards betterment of their whole person.

Position Overview

As a solo generalist this position manages and directs all the human resource functions in support of the organization's mission, vision, and business objectives. Plan, develop, and implement strategy for HR management as it relates to recruitment and hiring, pay and benefits, training and development, succession planning, morale and motivation, culture and attitudinal development, performance management, quality-management issues, discipline, and grievance procedures. With consistent application of policy in all human resource functions, this position will continually strive to foster and maintain a positive Lasallian employment environment that encourages mutual respect, employee understanding, participation, and contribution to the growth and well-being of the business.

Essential Functions

- Recruit, train, energize, support, and retain the "best of the best" to partner with us in our mission
- Facilitate compensation and benefits administration
- Facilitate and conduct new-employee orientation
- Lead initiatives and support leadership team in areas of staff training and professional development
- Offer appropriate solutions to employee relations issues through problem assessment and analysis, problem solving, and coaching
- Establish and support an annual evaluation process for all employees
- Promote, maintain, and evaluate Diversity Equity and Inclusion Program and strategies
- Partner with finance team to administer HR and Payroll software to ensure accurate records and compensation
- Along with executive leadership act as a fiduciary and administrator of 401K Employee Savings plan
- Administrative liaison for insurance and pension using their software to enroll and report changes
- Review, update, and maintain a comprehensive employee handbook in support of consistent and equitable employee policy application
- Play a key role in promoting and maintaining individual, departmental, and corporate confidence and morale
- Offer support for current employees on personal and professional issues through advising/counseling, coaching/referrals
- Organize, store, update, and distribute all applicable HR data, documentation, policies, and procedural information
- Maintain a high degree of ethical standards in all areas of human resources and employee relations, and confidentiality in all employment matters

Knowledge and Skills

- Degree in human resources, business administration, or related field, or equivalent work experience
- Minimum of 8+ years of human resource generalist experience
- In-depth knowledge of labor law and HR best practices
- Knowledge of HR systems and databases along with knowledge of Microsoft 365 platform
- Excellent active listening, negotiation, and presentation skills
- Excellent organizational skills
- Excellent interpersonal and coaching skills
- Sincere interest in organization's mission and vision

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We recruit, develop, and retain talented people from diverse communities and foster a culture of equity and inclusion within our organization. We welcome and encourage applicants of all backgrounds and identities. As an equal opportunity employer, we recognize that our strength lies in our people and our common commitment to serving the needs of young people and those who care for them.

To apply for the position, please send your cover letter and resume to: Humanresources@smp.org