



Human Resources Associate Part-Time

Founded in 1982, the Foundation for Health Leadership & Innovation (FHLI) is a 501(c)3 nonprofit organization from which programs and partnerships grow to achieve our mission of improving health of the whole-person and whole-community. FHLI is a trusted convener and facilitator, creating an open environment for developing collaborative relationships and advancing new ideas and strategies. Through our programs and partnerships, we build leadership, shape practice, affect policy, and drive innovation.

About the Position:

The Human Resources Associate position is part-time 20 - 24 hours per week under the supervision of FHLI's VP of Finance & Administration. The Human Resources Associate will manage the day-to day human resource operations, including benefits administration, employment policies and procedures, talent acquisition and development, performance management, employee relations and retention, and team building. This is a hybrid position. In office work will be at our Cary, NC offices.

Essential Job Duties and Responsibilities:

The Human Resources Associate performs tasks related to the Personnel management activities for FHLI.

- Provide strategic and day-to-day oversight in support of FHLI's recruiting and hiring process including the posting of jobs, proactive recruiting, scheduling, and conducting interviews, background checks, creation of offer letters and salary negotiations.
- Onboard new employees and offboard departing employees.
- Maintain accurate personnel files for all current and former employees
- Manage employee benefits: enroll employees, provide employees with benefits information; research additional benefits opportunities as needed.
- Serve as the organization's expert and coordinator in matters pertaining to employee relations, mediation, benefits administration, health and safety, and compensation.
- Work closely with FHLI's leadership team on culture and equity activities.
- Ensure intentional cultural and equity work, as part of the strategic planning process, is infused into all FHLI's policies and procedures
- Work closely with the VP of Finance & Administration to ensure compliance with federal, state, and local employment laws and regulations and recommend best practices; review policies and practices to maintain compliance and update as necessary.
- Coordinate staff appreciation efforts and quarterly meetings
- Report preparation as assigned by the VP of Finance & Administration
- Perform non-routine tasks requiring strong judgement and initiative.

Qualifications:

- BA/BS in Human Resources or related field
- In depth knowledge and understanding of HR compliance, benefits administration, records retention, employee relations, and HR policies and procedures.
- Excellent written and verbal communication skills
- Proficient in FHLI's systems including Sharepoint and other Microsoft Office 365 products
- Demonstrate commitment to the values of diversity, inclusiveness, and empowerment.
- Ability to effectively partner with a wide variety of skill sets and personalities.



Pay/Benefits:

The hiring rate for this position is \$30/hour non-exempt to FLSA. This position will receive pro-rated sick, vacation and Holiday hourly benefits.

We actively encourage diverse candidates to apply. FHLI provides equal employment opportunities to all employees and applicants without regard to race, ethnicity, religion, age, gender identity or expression, sexual orientation, disability, national origin, genetic information, or veteran status.

To Apply:

Interested applicants should send a cover letter, resume, and 3 professional references (prefer at least one a direct supervisor) to recruitment@foundationhli.org. Please use the subject line "Human Resources Associate". No phone calls please.

FHLI will only review submissions that include all requested materials. Applications will be reviewed as they are submitted, and they will be accepted until the position is filled.

11/7/2022