



Job Title: Human Resources Officer
Work Location: In person: 2033 W. 95th Street, Chicago, IL
Compensation: \$80,000 to \$85,000 per year (paid bi-weekly)
Benefits: Medical, dental and vision insurance; paid time off (sick and vacation, holidays and 403(b))

We are seeking a dynamic and proactive Human Resources Officer to provide strategic leadership and oversight of the agency's human resources functions. Reporting to the Executive Director, this position is responsible for planning, developing, implementing, and evaluating HR practices and initiatives that support the agency's mission, workforce needs, compliance obligations, and organizational effectiveness. The Human Resources Officer plans and directs all Human Resource functions for the agency. The Human Resources Officer ensures compliance and maintains knowledge of current employment laws and developments at a federal, state and local level in order to ensure practices are consistent and in accordance with applicable laws. Your strategic approach will foster a positive culture, support employee development, and contribute to the overall success of our agency. This position offers an exciting opportunity to be a trusted advisor and leader on the executive team.

Duties

- Develops and implements Human Resources strategies and practices by establishing department functions, policies and procedures. Oversees and delivers HR services including talent acquisition, performance management, compensation, benefits, training and development, HR administration, records management, safety and health, succession planning, employee relations and engagement, and regulatory compliance.
- Develops and implements human resources initiatives to foster positive employee engagement and organizational commitment, increase retention and improve the employee experience.
- Serves as a trusted advisor to the Executive Director. Works as part of executive team to support the agency's achievement of goals.
- Ensures the leadership team work together in a coordinated manner to support HR strategic and operational plans. Composes, reviews and makes recommendations to executive leadership regarding specific organizational policies, procedures and practices to improve staff efficiencies, culture, performance and compliance with employment law.
- Consults with managers and staff regarding employment related concerns.
- Identifies legal and regulatory requirements affecting the Human Resource functions and audits to ensure policies, procedures, and reporting are in compliance. Represents the agency with governmental entities related to HR related matters.
- Develops and administers employee benefit plans. Recommends plan revisions.
- Leads and oversees the recruitment of staff.
- Identifies, develops and may deliver a variety of HR-related training.
- Maintains personnel records and files and the development and operation of a Human Resource Information System (HRIS).
- Oversees and improves utilization of Human Resource systems and maintains accurate HR data.

Qualifications

- Bachelor's degree in human resources or related field. Master's degree preferred.
- PHR or SHRM-CP designation required. SPHR or SHRM-CP designation preferred.
- Minimum of five (5) years of progressive Human Resources proven experience required.
- Experience in non-profit HR management as the leader for the organization, preferred.
- Proven ability to motivate and lead staff to achieve outcomes.
- Strong understanding of applicable employment regulations and laws and the ability to integrate them into company HR strategies, practices and culture.
- Demonstrated experience in developing and administering HR practices, policies and programs.
- Highly skilled in employee relations.
- Must have excellent problem-solving skills.
- Must possess sound judgment and discretion.
- Outstanding interpersonal skills. Effective verbal and written communication skills.
- Self-motivated and directed with the ability to work autonomously, as well as part of a collaborative management team.
- Ability to maintain strict confidentiality and uphold ethical standards.
- Demonstrated openness to and respect of cultural and socioeconomic characteristics of clients and staff.
- Experience and knowledge of HRIS system(s). Ability to effectively use technology for data analysis, communication and report writing.
- Prior experience with IT and facilities management preferred.

If you understand the unique qualities of a small employer and have the expertise and passion for serving as the HR leader, please apply! To apply, go to [Of Color Inc Job in Chicago, IL | Indeed.com](#) for the application link.

The employer is committed to complying with the Americans with Disabilities Act (ADA). Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of this position.

Of Color, Inc. is committed to providing reasonable accommodations to qualified individuals with disabilities in accordance with the Americans with Disabilities Act (ADA), the Illinois Human Rights Act, and the Chicago Human Rights Ordinance. If you require a reasonable accommodation to participate in the application or interview process, or to perform the essential functions of this position, please contact Human Resources at HR@ofcolorinc.org. Requests for accommodation will be considered on an individualized basis.