



Position Title: Manager, Human Resources

Status: Full Time, Non-Exempt

Reports to: Chief Administrative Officer

Salary Range: \$47,000 – \$50,000 with competitive benefits package

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Background:

The Jewish Alliance of Greater Rhode Island (the Alliance) serves to enrich the quality of life for Jews in Rhode Island, in Israel, and around the world. Today's Alliance is where the community comes together as one to develop responses to critical issues facing Rhode Island. We do this through philanthropy, education and wellness opportunities, community relations, and by convening agencies, synagogues, and organizations to address issues of common concern. Together, we translate Jewish tradition and values into action. All of our work is guided by our core values:

Tzedakah: upholding the Jewish traditions of righteous giving and justice.

L'dor v'dor: securing a future filled with Jewish tradition and heritage.

Tikkun Olam: repairing the world.

Hineni: standing with others so no one stands alone.

Klal Yisrael: supporting worldwide Judaism and the State of Israel.

Torah: pursuing knowledge and lifelong learning.

Summary of Job Description:

The Manager, Human Resources serves under the direction of the Chief Administrative Officer, and is directly responsible for the overall administration, coordination and evaluation of the human resource function.

Primary Responsibilities:

Human Resources

- Administer payroll, run bi-weekly payroll
- Develops and administers various human resources plan and procedures for all company personnel.
- Plans, organizes and controls all activities of the department. Participates in developing department goals, objectives and systems.
- Implements and annually updates the compensation program; rewrites job descriptions as necessary; conducts annual salary surveys and develops merit pool (salary budget); analyzes compensation; monitors the performance evaluation program and revises as necessary.
- Develops, recommends and implements personnel policies and procedures; prepares and maintains handbook on policies and procedures; performs benefits administration to include claims resolution, change reporting, approving invoices for payment, annual re-evaluation of policies for cost-effectiveness, information activities program and cash flow.



- Develops and maintains affirmative action program; files EEO-I annually; maintains other records, reports and logs to conform to EEO regulations.
- Conducts recruitment effort for all exempt, nonexempt and temporary workers; writes and places advertisements; works with supervisors to screen and interview candidates; conducts reference checking; extends job offers; conducts new-employee orientations; conducts exit interviews.
- Establishes and maintains department records and reports. Participates in administrative staff meetings and attends other meetings, such as seminars. Maintains organizational charts and employee directory.
- Evaluates reports, decisions and results of department initiatives in relation to established goals. Recommends new approaches, policies and procedures to effect continual improvements in efficiency of department and services performed.
- Ensures compliance with all federal, state and local employment laws.

Qualifications:

- Demonstrated experience with the Alliance's core values and a clear commitment to them.
- Strong interpersonal and communication skills, and the ability to work effectively with a wide range of constituencies in a diverse community.
- Strong written communications skills.
- Ability to set priorities and handle multiple projects. Strong organizational skills.
- Enthusiastic and self-motivated individual who is comfortable working in a fast-paced environment.
- Ability to work closely with others in a team environment and effectively interact with all levels of management, community leaders, donors, and volunteers.
- Bachelor's Degree preferred but not required with necessary experience.
- Three to five years of relevant experience.