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**Cypress Hills Local Development Corporation (CHLDC)** is a not-for-profit community development organization and settlement house serving 11,000 residents a year through a comprehensive array of housing preservation, economic development, community organizing and youth and family support services programs and projects. With community residents leading the way, the mission of Cypress Hills Local Development Corporation is to build a strong, sustainable Cypress Hills/East New York, where youth and adults achieve educational and economic success, secure healthy and affordable housing and develop leadership skills to transform their lives and community. We actively promote policies that advance racial equity.

Cypress Hills Local Development Corporation has an opening for **one (1) full-time Human Resources Manager** at the Administrative Office.

The Human Resource Manager will be responsible for the following duties:

**Administrative:** Contributes to the development of HR department goals, objectives, and systems; develops standard operating procedures for the department. Maintains a calendar of mandated HR compliance filings and staff notifications and ensures deadlines for these filings are adhered to. Sets up various systems and policies to increase timeliness and efficiency of HR department. Maintains employee files (physical and electronic), job descriptions, and other employee documentation, ensuring the integrity and confidentiality of all records and information. Serves as HR compliance expert and point of contact for the organization (e.g. I9s, new employment laws, file retention, etc.), and stays abreast of compliance and/or law changes. Supports the development of compensation practices and policies. Assists with updating recruiting materials, handbooks, policies. Researches best practices for various HR policies.

**Recruitment:** Assists in recruitment which includes but is not limited to job postings, maintaining Applicant Tracking System via Paycom, and hiring reports up to date. Assists with standardizing our hiring processes, including revising standard questions, and helping coordinate interviews with current staff and candidates. Liaises with Operations team to ensure workstations are designated for new hires and technological equipment is identified and assigned. Works with the Director of HR to design, plan and conduct new employee orientation to foster an understanding of CHLDC's mission and culture. Conducts employee onboarding and develops videos to assist with onboarding.

**Employee Engagement:** Answers frequently asked questions from employees relative to policies, benefits, hiring processes, etc.; refers more complex questions to the Director of HR. Acts as a liaison between the organization and external benefits providers and vendors, including but not limited to health, disability, and retirement plan providers. Assists with planning and execution of special events such as benefits enrollment, health & wellness activities, employee recognition, holiday parties, and more. Collaborates with other departments for special activities and employee recognition events. Support organization-wide efforts fostering wellness amongst staff, including managing vicarious trauma, compassion fatigue, and other challenges. Systematically integrates an equity lens into all dimensions of the work and role. Supports the Director of HR in the administration of performance review programs to ensure effectiveness, compliance, and equity across the

organization. Stays up to date with COVID response and staff communications while managing compliance with vaccine requirements;

**Training/Professional Development** - Train hiring managers and staff on relevant recruiting systems and best practices.

**Position Requirements:**

- Human Resource subject matter expertise equivalent to a 4-year degree and 5+ years progressive HR experience with working knowledge of multiple human resources disciplines
- Very detail-oriented, but also able to see “big picture.” Ability to think both analytically, critically and creatively.
- Comfortable in all aspects of HR including but not limited to employee relations, recruiting, administration, benefits, compensation, compliance, and staff development.
- Effective communication skills, speaking and writing persuasively and listening attentively.
- Solution and systems-oriented manager. Able to manage detail through simple systems and processes focused on accessibility and collaboration.
- A strong multi-tasker with an ability to prioritize and manage time effectively – focusing naturally on the right things and can move naturally between projects and tasks without losing sight of critical elements and priorities.
- Experience with Paycom or other HR Information Systems is a plus.
- Demonstrated commitment to equity and to the advancement of directly impacted people in social justice work.

**Compensation:**

\$65,000.00 - \$75,000.00 annually, dependent upon experience. We offer a very competitive benefits package. Work Schedule is Monday - Friday between from 9:00am and 5:00 pm or equivalent.

**To Apply:**

Please forward cover letter, resume, and three (3) references to Joseph Brown III, Chief Human Resource Officer at: [josephb@cypresshills.org](mailto:josephb@cypresshills.org).

**CYPRESS HILLS LOCAL DEVELOPMENT CORPORATION IS AN EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER AND IS COMMITTED TO WORKPLACE DIVERSITY AND INCLUSION.**

**We are an equal opportunity employer and do not discriminate in hiring or employment on the basis of race, color, religion, national origin, gender, marital status, sexual orientation, age, disability, veteran status, or any other characteristic protected by federal, state, or local law. We promote recognition and respect for individual and cultural differences, and we work to make our employees feel valued and appreciated, whatever their race, gender, background, or sexual orientation.**

**We offer competitive salaries, excellent benefits, and a pleasant working environment. Salary is based on a nonprofit scale and commensurate with experience.**

**EOE Minorities/Women/Disabled/Veterans**