

Job Description

Human Resources Consultant

Title: Human Resources Consultant - Part to Full Time, Tacoma, WA

Reports to: Program Manager, HR Consulting

Classification: Regular, non-exempt (0.5-1.0 FTE) 20-40 hours per week.

Salary Range: \$25-\$31/ hour

Making a Difference

If you're an area problem-solver with ample HR experience, who cares about supporting the work of nonprofits in our region and would like to make a difference in the world through your day-to-day work, this position may be for you!

In addition to other capacity building services, 501 Commons provides human resource expertise and training resources to nonprofit organizations and their staff and volunteers. The Human Resources Consultant is responsible for providing strategic, consultative and collaborative human resources services to 501 Commons' HR clients. As a member of the Human Resources Program team, this position is assigned to client projects and interacts regularly with other Human Resources consultants.

501 Commons is a 501(c)(3) nonprofit agency that provides consulting, IT, HR and financial services support, consulting and training to the nonprofit sector in the Pacific Northwest and beyond. The organization has a strong commitment to serving our diverse client base by meeting the client "where they are" and providing culturally proficient professional services.

Job Duties

This role primarily serves nonprofit clients in the Tacoma area and the Pacific Northwest, through advanced knowledge of human resources practices. The position entails travel within the Tacoma area to serve clients' HR needs.

- Researches and analyzes employee/operational data (such as compensation, turnover, benefit costs, etc.) to identify and respond to areas of concern
- Manages multiple clients' needs, including but not limited to, ensuring compliance with federal, state and city employment laws, minimizing risk, identifying and/or developing resources
- Coaches clients on employee relations and employment best practices, and delivering training
- Review, revise and develop employment policies and handbooks in line with labor laws and best practices
- Contribute to a culture and process of garnering best practices to build and contribute to the Human Resources program knowledge base in a collaborative manner

- Represent 501 Commons at meetings as requested, including fielding initial inquiries and meeting with prospective clients in the Portland area for other 501 Commons services

Core Competencies

- **Relationship Management** – Works with integrity and ethically; develops and maintains constructive relationships through mutual respect; provides prompt and attentive service; Develops trust and credibility with client organization.
- **Communication** –Conveys information clearly in verbal and written form; demonstrates active listening skills; keeps others informed.
- **Problem Solving** –Identifies core issue(s) in a timely manner; gathers and analyzes information skillfully; generates range of solutions and courses of action; and resolves problems in early stages.
- **Self-Direction** -Demonstrates initiative and persistence; plans ahead and takes action without prompting; digs beneath the surface to get at the facts, even when not asked to do so; works with minimal supervision.
- **Ongoing Learning& Development** –Strives to learn new products, trends and technologies; pursues independent learning opportunities; applies and shares learning gained from experiences and training; serve as mentor to team members.

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Job Requirements*

- Human Resources generalist experience required
- Bachelor's degree in Business, Human Resources, or related field of study, or equivalent work experience
- Thorough knowledge of HR functions, laws and practices. Knowledge of Washington and City of Tacoma labor laws is essential.
- Strong customer service orientation, and ability to work effectively with leaders and staff at all levels of the organization and with a wide range of clients, individually and in groups
- Clear and effective verbal and written communication skills
- Strong interpersonal, presentation and facilitation skills
- Project and process management skills with demonstrated track record of delivering results
- Proficiency in computer operations including Microsoft Office suite, internet
- SHRM certified or willingness to achieve SHRM certification within one year (paid for by 501 Commons upon successful completion)

- Washington state driver's license with access to a reliable vehicle. Although the majority of clients will be centrally located, reimbursed travel to and/from client sites within a 50 mile radius of downtown Tacoma, WA.

What We Offer

- Flexibility: Employee may coordinate potential arrangements with the Program Manager
- Collaboration with a small but highly professional team with opportunities for professional development
- Benefits including generous paid time off and holiday pay. Opportunity to access medical benefits at .75 FTE.
- The position may develop into a full-time role if desired by the successful applicant and if client demand exists
- The salary range for this position is \$25 to \$31 per hour

Inclusiveness Statement

501 Commons is an equal-opportunity employer and seeks to recruit persons of diverse backgrounds and to support the retention and advancement of diverse persons within the organization. We believe that having a board, staff, and volunteer corps with diverse personal and professional backgrounds enhances our ability to meet our mission.

501 Commons is committed to providing an inclusive workplace that includes people of diverse backgrounds and fully utilizes their talents to achieve its mission. We are committed to fostering and supporting a work place culture inclusive of people regardless of their race, ethnicity, national origin, gender identity, sexual orientation, socio-economic status, marital status, age, physical abilities, political affiliation, religious beliefs or any other non-merit fact, so that all employees feel included, equal, valued and supported.

To Apply

To be considered for this position, please submit your resume and cover letter to jobs@501commons.org. In the subject line please mark the subject line with the position title you are applying for. We look forward to hearing from you!

Job Types: Full-time, Part-time

Salary: \$25.00 to \$31.00 /hour