



## Human Resources Consultant – Part Time (.5-.75 FTE)

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### Summary

If you find passion in developing, designing, and facilitating HR practices that promote better work environments, come join our HR team to help create a positive impact in our community. We are a team of HR professionals dedicated to understanding HR needs for our nonprofit clients and consulting with them about the best solutions to help their teams make a difference in the world.

We are looking for an experienced HR professional, with solid knowledge around personnel policies, coaching, and training in a diverse and dynamic environment. A successful consultant will have the right balance of team work and individual expertise, see a strong mission in helping nonprofits thrive, and have great interpersonal and organizational skills.

### Job Duties

- Provide consulting services to Human Resources clients by defining and adhering to statement of work scope and timelines; planning and communicating status regularly with program manager, clients, and team members; and providing a quality advising on a range of HR topics
- Research and analyze employee/operational data (such as compensation, turnover, benefit costs, etc.) to identify and respond to areas of concern
- Manage multiple clients' needs, including but not limited to, ensuring compliance with federal, state and city employment laws, minimizing risk, and identifying or developing resources
- Coach clients on employee relation and employment best practices, and delivering trainings
- Review, revise, and develop employment policies and handbooks in line with labor laws and best practices
- Work closely with Human Resources program team to ensure consistent HR practices across HR Partner organizations
- 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
- Perform other duties as needed to ensure the effective operation of the HR Program

### Competencies and Qualifications

#### Required

- 5 + years' Human Resources Generalist experience with thorough knowledge of HR function, laws, and best practices
- Bachelor's degree in Business, Human Resources, or related field of study, or equivalent work experience
- Experience initiating and leading Human Resources projects, balancing competing priorities
- 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
- Conveys information clearly in verbal and written form and demonstrates active listening skills
- Strong interpersonal, presentation, and facilitation skills

- Functions well in a team environment
- Proficiency in computer operations including Microsoft Office, Internet, and database administration

### Desired

- Prior volunteer or work experience in the nonprofit sector
- SHRM certified or willingness to achieve SHRM certification within one year (paid for by 501 Commons upon successful completion)
- Project and process management skills with demonstrated track record of delivering results
- Ability to identify 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
- Valid WA State driver's license with access to reliable vehicle

If your qualifications don't match exactly to these requirements but you think you're a good fit for the position, we still want to hear from you about why you'd be a great addition to our team.

### What We Offer

- Flexibility: Employee may coordinate 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 salary range for this position is \$25 to \$31 per hour.

### Inclusiveness Statement

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

501 Commons is committed to fostering an inclusive workplace where people of diverse backgrounds can fully utilize their talents to advance our mission. We are committed to fostering and supporting a workplace culture inclusive of people who face systemic oppression because of their race, ethnicity, national origin, gender, sexual orientation, gender identity, 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](mailto:jobs@501commons.org) with HR Consultant in the email subject line. We look forward to hearing from you!