



## Human Resources Consultant

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<b>Title:</b>	<b>Human Resources Consultant - Part Time</b>
<b>Reports to:</b>	<b>Program Manager, HR Consulting</b>
<b>Classification:</b>	<b>Regular, non-exempt, (0.5 – 0.75 FTE) 20-30 hours per week</b>

### Summary

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.

### 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 product on-time
- 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
- Coaching 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.
- Adhere to 501 Commons customer service standards
- Enter and maintain project information in Salesforce and keep records updated.
- Participate in 501 Commons team meetings and other organizational events and meetings as requested by Supervisor
- Represent 501 Commons at meetings as requested
- Perform other duties as needed to ensure the effective operation of the HR Program

### 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.
- **Communication**- Conveys information clearly in verbal and written form; demonstrates active listening skills; keeps others informed.

- **Reliability** –Shows commitment/dedication and accountability in one’s work, and follows through on all projects, goals, aspects of one’s work; keeps commitments.
- **Managing Multiple Priorities** – Manages multiple commitments and/or projects; plans and utilizes time efficiently; responds to changing client needs; completes work in order of priorities.
- **Teamwork** –Collaborates and cooperates with fellow colleagues; listens attentively and openly to others’ views; shares learnings; gives and accepts feedback; resolves team conflict effectively.
- **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.
- **Decision-Making** – Makes timely, informed decisions that take into account the facts, goals, constraints, and risks; explains the rationale for a decision; learns from the consequences of decisions.
- **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.
- **Stress Tolerance**- Handles competing demands, interruptions, and distractions with composure and ease; remains steady under pressure.

## Job Requirements

- 5 + years’ Human Resources Generalist experience
- Bachelor’s degree in Business, Human Resources, or related field of study, or equivalent work experience
- Thorough knowledge of Human Resources function, laws and practices
- Experience initiating and leading Human Resources projects
- 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
- Functions well in a team environment
- Proficiency in computer operations including Microsoft Office, Internet, and database administration
- Prior volunteer or work experience in the nonprofit sector preferred
- SHRM certified or willingness to achieve SHRM certification within one year (paid for by 501 Commons upon successful completion)
- Valid WA State driver’s license with access to reliable vehicle

## 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 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 workplace 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](mailto:jobs@501commons.org) with HR Consultant in the email subject line. We look forward to hearing from you!