



HR Specialist – Open Position

JPA is a social impact agency serving more than 2,500 children, families and educators in school-based counseling to students on the west and south sides of Chicago and to educators, child welfare organizations and other non-profit agencies. The mission of JPA is to improve the social-emotional well-being and functioning of vulnerable children so they can fulfill their highest potential at home, in school, and in our community. We do this by providing therapeutic counseling services, conducting research, sharing knowledge, and providing mental health consultation and guidance to others that service children and families.

In this role, the HR Specialist will collaborate with senior leadership to support a dynamic team of professionals in a rapidly growing and evolving organization.

Responsibilities

- Recruit and coordinate interviewing, references, and documentation for staff hiring
- Follow up on hiring decisions; distribute, complete, and process paperwork for new hires and interns
- Work with employees to answer benefits questions and assist in processing life events and open enrollment elections
- Conduct new hire orientation and benefits orientation to build a strong foundation for new employees and increase employee engagement
- Develop and manage office policies and procedures
- Coordinate exit process for departing employees
- Coach management and teams to promote and facilitate career growth and development
- Work closely with the CEO to develop an annual HR plan to provide each employee with a clear and challenging set of goals and objectives; manage the annual performance reviews
- Assist in the development of relationships with graduate schools of social work to promote JPA as a preferred placement for interns
- Ensure JPA is compliant with wage and other regulation requirements
- Process payroll
- Complete annual benefit reports/audits
- Contribute, as needed, to support office operations

Requirements

- Excellent attention to detail while multitasking
- Ability to handle sensitive situations and maintain a high degree of confidentiality
- PC literate, including Microsoft Office products
- Extremely strong organizational skills
- Ability to build and develop relationships
- Ability to execute daily tasks with minimal supervision
- Maintain records or files and JPA policies
- Demonstrated ability to exercise initiative, independent judgment and be a self-starter who works with integrity while also being a strong team player
- 5+ years of experience preferred

Benefits

- Yearly professional development stipend
- Very generous PTO package (vacation, sick and personal days)
- Excellent health benefits with substantial employer cost share
- Family leave, if applicable
- Retirement plan with employer matching

Job Type: Full-time. JPA is currently using a hybrid in-office and remote work schedule. The exact number of scheduled in-office days each week will be determined by the nature of the work and may vary during the year.

Salary: Commensurate with experience

COVID-19 considerations:

Must be vaccinated

Please send your cover letter and resume to humanresources@jpachicago.org to apply. *JPA is an Equal Opportunity Employer.*