



Job Title: Human Resources Associate

Reports to: Deputy Executive Director

Status: Exempt, Full-Time

Position Summary

The position of Human Resources Associate is a full-time position supporting the Deputy Executive Director in all areas of Human Resource and will work closely with all members of the administrative team. This administrative staff person will play a key role in ensuring a positive and successful work environment for all Civic Nebraska staff. Key responsibilities include assisting with hiring, onboarding, employee benefit administration, employee relations, intern and volunteer programs, and annual reviews.

Duties and Responsibilities

- Coordinate hiring procedures for all incoming full-time and part-time staff
- Coordinate onboarding for incoming staff members
- Maintain personnel files of the organization
- Conduct background checks for new employees
- Administer insurance and 401K benefits
- Maintain job descriptions for all full-time employees
- Coordinate annual review process for all employees
- Maintain organizational chart for Civic Nebraska
- Facilitate effective off-boarding procedures for exiting staff, including coordinating exit interviews
- Maintain federal and state compliance, including reporting, with HR policies
- Contribute to professional development planning for all staff
- Support the administrative team with the planning of staff retreats and professional development opportunities
- Manage Internship Program for summer, fall, and spring semesters
- Manage volunteer database
- Assist Director of Finance in the maintenance of payroll records
- Prepare regular reports for leadership

- Assist with periodic review of Employee Handbook
- Other duties as assigned

Education, Skills, and Experience

- Qualified applicants will possess a Bachelor's degree, with relevant experience in the nonprofit sector and/or human resources department
- Strong interpersonal skills and a proven track record in relationship building
- Strong communication and organizational skills, including verbal and written communication
- Close attention to detail and strong work ethic
- Ability to work independently, handle multi-tasking, handle highly confidential personnel information, and be adaptable

Salary & Benefits

This position will earn a salary ranging from \$35,000 upwards, dependent upon skills and experience. Benefit options include medical, vision, and dental insurance coverage. Position includes paid time off and a 401K option. This is a full-time exempt position.

To Apply

Send a cover letter, resume, and contact information for three references to Amanda Barker, deputy executive director, at amanda.barker@civicnebraska.org. Applications are due by 5 pm on Monday, June 17.

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