



Position: Director, Human Resources
Location: New York, NY
Reports to: Chief Operating Officer
Hours: Full-time, 40 hours per week (some evenings/weekends)

About Jericho Project

Jericho Project is a nationally acclaimed nonprofit ending homelessness at its roots by enabling homeless individuals and families to attain quality housing, employment, and mental and physical health services. The 36-year-old nonprofit serves over 2,500 individuals, including 700 veterans, annually. Jericho has been a key partner in New York City's initiative to end veterans' homelessness, and is leading bold, innovative strategies to do the same for families and young adults.

Our programs touch four cornerstones of a person's life: housing, employment, wellness, and family stability. We create a culture of "moving on" through a foundation of housing and supportive services provided by expert program specialists and case managers.

We have over 550 units of supportive housing including 9 residences in the Bronx, Harlem, and Astoria, as well as scatter-site apartments throughout NYC.

About the Position

Jericho Project is seeking an enthusiastic and driven Director, Human Resources. Director, Human Resources will oversee all Human Resource functions and manage organization-wide staff development, supervisory counseling, and employee relations programs.

Responsibilities:

- Provide thought leadership and counsel to the organization and its senior leaders on all aspects of Human Resources.
- Promote the role of HR as a resource to all team members in their day-to-day work and career management.
- Develop Talent Strategy and Talent Management, including management, leadership development and performance management by building a robust Learning and Development program.
- Direct and monitor integrity, consistency, and equity of Performance Management process and provide supervisory coaching on performance and conduct issues.
- Develop leaders to best support staff performance, growth and learning so that everyone is positioned to make their greatest possible contribution to the mission of the organization.
- Oversee compensation system and continuous refinement of benefits offerings, including managing the relationship with Professional Employer Organization (PEO) and other HR/Insurance (life, non-life and liability) vendors effectively.
- Facilitate employee Rewards and Recognition program.
- Ensure ongoing best practices in recordkeeping, policy implementation and compliance with employment laws and requirements.
- Oversee org-wide HR Communication strategy.
- Provide direct supervisory support to 2 direct reports.
- Perform additional duties as assigned by the Chief Operating Officer.

*** Additional administrative responsibilities will be added as the position evolves.

Requirements:

- Bachelor's degree required; Master's degree preferred.
- 5-7 years of work experience in Human Resources – preferably in Generalist roles.
- Strong supervisory experience and skills.
- Able to communicate effectively in English, both verbally and in writing.
- Excellent judgment and interpersonal skills.
- Strong organizational and analytical skills.
- Strong attention to detail.
- Ability to work independently and under moderate supervision.
- A developed sense of urgency, the ability to multi-task and complete tasks accurately.
- Strong collaboration skills and comfortable working with diverse stakeholders across the organization and externally; customer service oriented.
- Positive and proactive approach to conflict resolution; able to mediate, coach, and provide internal consultation.
- Experience working in a Social Services environment, around issues of homelessness, and veterans are all pluses.
- Presentation, facilitation, and training experience a plus.
- Proficiency in MS Word, Outlook, and Excel.
- A passion for Jericho's mission.

Compensation:

Salary is commensurate with experience. Jericho Project offers a comprehensive benefits package.

How to Apply:

Interested applicants must submit a resume and cover letter with salary requirements to:

Human Resources Department
Jericho Project
Job Code: **Director, Human Resources**
245 W. 29th Street, Suite 902
New York, NY 10001
Fax 646.624.2301
careers@jerichoproject.org

No Phone Calls Please.

Jericho Project is an equal opportunity employer that does not discriminate in its hiring practices and, in order to build the strongest possible workforce, actively seeks a diverse applicant pool. www.jerichoproject.org