



**Position:** Associate, Human Resources  
**Location:** New York, NY  
**Reports to:** Manager, Human Resources  
**Hours:** Full-time, 40 hours per week (some evenings/weekends)

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### **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.

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### **About the Position**

Jericho Project is seeking an enthusiastic and driven Associate, Human Resources. The Associate, Human Resources will take the lead on HR functions such as Recruitment and will have an overall responsibility for HR Administrative duties.

#### **Responsibilities:**

- Work closely with the Manager, HR to efficiently provide support to the HR department and organization.
- Responsible for administering various Human Resources plans and procedures for all organization personnel, as well as assist in the implementation of company policies and procedures.
- Assist in crafting new initiatives and plans pertaining to the organization-wide goals focused on human capital.
- Lead in recruitment efforts such as: job postings, screenings, offer letters, reference/background/education checks and onboarding processes.
- Provide support in coordinating staff activities, ie Annual Holiday Party and Appreciation Luncheon.
- Provide support in managing the maintenance and upkeep of the administrative office in collaboration with the Office Manager.
- Work collaboratively with the Finance Department on HR/Finance matters.
- Provide general administrative assistance as needed.
- Perform additional duties as assigned by Human Resources Manager.

#### **Requirements:**

- Bachelor's degree.
- 1-2 years of work experience in an administrative role.

- Knowledge of Human Resources' functions and an interest in pursuing a career in Human Resources is preferred.
- 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.
- Demonstrate strong collaboration skills and comfortable working with diverse stakeholders across the organization and externally.
- 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: **Associate, Human Resources**

245 W. 29<sup>th</sup> 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](http://www.jerichoproject.org)*