



## Director of Human Resources

**About:** Jewish Community of South Florida is a non-profit, human services agency whose mission is to improve the quality of life and self-sufficiency of the Jewish and broader communities throughout South Florida in accordance with Jewish values. Founded in 1920, JCS delivers exemplary social services through compassionate and comprehensive programs that help people stay healthy and productive. JCS has a current operating budget that approximates \$27 million and supports over 45 programs in 10 sites strategically located throughout Miami-Dade County, including five congregate meal sites, three behavioral health service centers, and a Kosher Food Bank.

**Position:** The Director of Human Resources (HR) will develop, manage, and implement the strategic vision and objectives for the Human Resources Department within JCS. The position is responsible for overseeing HR services and programs for the organization and its employees with the goal of developing a superior workforce within a collegial and inclusive culture. In addition, the HR Director will serve as a trusted advisor to the executive leadership team and manage a staff of three employees to help implement the department's objectives. The position requires travel within county boundaries for approximately 15-20 percent of his/her time visiting JCS offices and participating in conferences and training. This full-time position will report to the President & Chief Executive Officer.

### Responsibilities:

Plan, organize, and direct the activities of the HR department, including recruitment and selection of employees, implementation of pre-employment protocols, process for onboarding staff, classification and compensation of employees, employee orientation, employee benefits, and performance reviews

- Responsible for HR administration and communication, health and safety matters, organizational development, payroll updates, employee complaints and conflict resolution, employee discipline and terminations, and all other aspects of employee relations.
- Develop and oversee department budget and manage staff to help implement the department's objectives.
- Establish and oversee effective training and development programs, including orientation, management training, and other programs necessary to comply with funder or contractual requirements and that promote a positive working environment.
- Work closely with the executive leadership team to develop and implement strategies to promote a culture of diversity and inclusivity at JCS.
- Serve as a trusted advisor to the CEO and executive leadership team on personnel related matters.
- Work closely with the Fiscal and Program Directors to ensure that regulatory, accreditation or contractual compliance requirements are met.

- Work closely with Legal Services to ensure that staff policies and practices are up to date, laws and regulations are complied with, and personnel matters are successfully addressed.
- Perform other HR-related duties, as needed.

**Requirements:**

- At least 6 years of HR/talent management experience, with 3 or more years in a management level position.
- Experience must include hands-on responsibility for the full scope of HR, payroll and benefits/insurance management activities, including operations and analysis.
- Demonstrated proficiency with applicable laws/regulations and management theories, including policy/procedure development and strong organizational skills in the areas of operations, budget, and project administration; effective interface with executive leadership teams and diverse community groups; and effective supervisory skills.
- Demonstrated experience in managing employee benefits, including, but not limited to, medical, dental, life insurance, disability insurance, retirement plans, and others.
- Significant knowledge and experience of HR functions such as talent management, recruitment, insurance/benefits administration etc.
- Ability to develop and use metrics and analytics.
- High proficiency in the Microsoft Office, HRIS, and time and attendance or payroll software, and other up-to-date data management systems.
- Core competencies must include excellent oral and written communication skills, strong interpersonal and counseling skills, excellent organizational skills, and the ability to preserve confidentiality.

**Education:** Bachelor's Degree in Business Administration, Human Resources or closely related major; Master's preferred. PHR/SPHR certified preferred.

**Perks:** We are proud to offer a competitive benefits package to all full-time employees, including medical and dental plans. A generous vacation and holiday pay benefit and a 401(k) match is available. Staff receives monthly in-service training and CEU opportunities. This is a one of a kind opportunity for leadership in talent management to contribute to a team of mindful, caring and passionate people at work every day in service to our community!

*JCS is a 501(c)(3) not-for-profit organization and equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, age, religion, sex, sexual orientation, disability, gender identity, gender expression, national origin, or veteran status.*