

**New Life Centers  
Human Resource Specialist**



Rev. 4/21

New Life Centers provides intensive, community-based mentoring programs for youth ages 12 to 24 in the Little Village, Humboldt Park, Pilsen, and Brighton Park neighborhoods of Chicago. The target demographics of programs are; gang-involved youth, youth involved in the juvenile justice system, and at-risk youth referred through local schools and community agencies. Serving these populations allows NLC to holistically engage both violence prevention and intervention in response to identified community needs. We seek to reduce youth contact with the justice system, promote safety, and empower young people to become community-builders and peacemakers. Our holistic program model enables us to fulfill our mission: to provide mentoring and advocacy to guide youth toward a new life and a new direction.

**Position Summary**

The Human Resource Specialist will work Full-Time 40 hours per week, exempt, benefits available. The Human Resource Specialist is responsible for generalist HR duties including the recruitment, hiring, onboarding, and retention of NLC employees as well as some employee/partner business-related tasks. The HR Specialist demonstrates a commitment to teamwork and excellence as well as the mission of New Life Centers of Chicagoland.

**Job Responsibilities:**

- Responsible for staff recruiting to include the following duties:
  - Work with leadership to identify staffing needs and qualifications; develop job descriptions.
  - Post jobs and filter applications; conduct initial interviews to assess experience and qualifications.
  - Coordinate additional interviews needed with hiring managers and leadership. Assist managers with the development of interview questions and protocols. Make recommendations to hiring managers.
  - Keep candidates informed of the status of their application throughout the process.
  - Conduct reference checks and perform background screenings.
  - Notify applicants of final outcomes. Make employment offers providing all pay and benefit details.
- Manage all hiring paperwork. Maintain employee records in compliance with labor laws, HIPAA, and document retention policies. Ensure that necessary program certifications are kept current.
- Coordinate onboarding and training needs with hiring managers.
- Maintain handbook on policies and procedures in accordance with State, Federal, and grantor requirements as well as New Life Centers policies. Advise management on employment policies in order to maintain compliance; provide annual training on sexual harassment.
- Facilitate the annual staff review process; incorporate an annual review of staff job descriptions and qualifications.
- Serve as liaison between management and staff by handling questions, administering personnel policies, and helping to resolve work-related and disciplinary issues.
- Assist in researching and recommending annual coaching opportunities for leadership staff to develop their management skills.
- Conduct a bi-annual review of wages/salary structures, personnel practices, and benefits, and make change recommendations to the leadership team.
- Manage staff benefits administration to include annual evaluations of carriers, negotiations of policies for cost-effectiveness, support in claims resolution, reporting staff changes to benefit carries, approving invoices for payment, and communicating benefit information to staff.

- Conduct exit interviews and make recommendations to leadership for improvements.
- Manage collection of timecard information and process payroll. Support all payroll-related matters. Provide payroll reporting as needed for grant requests and labor cost distributions.
- Provide assistance with annual and program audits as needed.
- Develop and meet measurable goals for HR. Routinely evaluate department goals, objectives, and systems for improvements.

*Other Duties as Assigned*

- Attend mandatory weekly and quarterly staff meetings.
- Attend required trainings as necessary.
- Some local travel may be required (reimbursable).

**Required Qualifications:**

- Must become a Mandated Reporter.
- Must pass a background check; must not have any pending cases.
- A minimum of 3-5 years working in the Human Resources field.
- Cross-cultural competency.
- Proficient in Microsoft Word and Excel. ADP experience a plus.
- Must be willing to be trained, and proficiently utilize database(s) and information tracking systems relevant to duties.
- Must keep confidentiality of records and employee information.
- Ability to establish and maintain effective working relationships with others.
- Ability to communicate effectively both written and verbally.

**Desired Qualifications:**

- Bilingual in Spanish/English preferred but not necessary
- Valid Illinois Driver's license, insurance, good driving record; subject to driving background check
- Access to a vehicle

**How to Apply:**

Please submit the following materials to Victoria App, at [VictoriaA@newlifecenters.org](mailto:VictoriaA@newlifecenters.org):

- Cover letter indicating your experience and interest in the position
- Resume
- List of three references with contact information (minimum 2 professional with email and phone included)

Please submit your application materials as MS Word or PDF attachments. Include all attachments in a single email. Please include, "HR Specialist" in the subject line of your email. Please include the name of any employees who referred you to the position.

*New Life Centers provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. New Life Centers complies with applicable federal, state and local laws governing nondiscrimination in employment in every location in which the company has facilities.*