

Temporary Human Resources Associate

NEO Philanthropy is looking for a temporary Human Resources Associate to support our Human Resources Information System (HRIS) transition, and the Onboarding and Offboarding process for staff.

NEO is a growing nonprofit whose mission is to build capacity for social justice projects and organizations so they can have greater impact in the movement. Through our Fiscal Sponsorship and Donor Services work, NEO provides Operations support so project staff can focus on their critical programmatic work, including in the areas of Human Resources, Financial Management, Grants Management, and Communications. We work with our projects as partners, collaborators, advisors, and fans.

NEO also leads large-scale collaborative grantmaking funds to promote immigrant rights and civic participation, and manages donor advised funds with social justice objectives and values.

This temporary role is expected to continue through the end of July, includes benefits, and will be based in our New York City office. The Associate will report to the Human Resources Manager.

Responsibilities:

As part of the NEO Human Resources team, we need an Human Resources Associate (HRA) that is highly detail oriented to plan a key role in cleaning, organizing, and migrating our employee data to a new system and help us get up and running on that new system. The HRA will need to be an adept project manager, who have a mind for systems, deadlines, and follow up.

The HRA will also support the Onboarding and Offboarding process for incoming and exit staff for our active portfolio of growing projects. This role requires strengths in organization, communication, relationship management, customer service, and closing the loops.

- Human Resources Information System (HRIS)
 - Support transition to and implementation of new HRIS, including data cleanup and migration, establishing new workflows, and
 - Manage the Paid Time Off system and process, adding, updating, and removing employees and supervisors.
 - Calculate and add sick time for hourly employees.
 - Troubleshoot HRIS technical issues for employees.
- Onboarding & Offboarding
 - Coordinate with new hires and hiring managers to ensure completion of all onboarding paperwork and create an efficient, engaging, and welcoming process.

- Coordinate and ensure completion of Form I-9 for all new hires.
- Coordinate with exiting employees and their managers to ensure NEO's data is accurate and complete, and the employee has all the information they need for a successful transition out of the organization.
- Support Payroll Administration on all needed change information, documentation, and timesheets for hourly employees.
- Human Resources Administration
 - Support Human Resources administration as needed.
 - Work on special projects as they come up.

Qualifications:

- 1-2 years of professional working experience or strong internship experience in Human Resources, Operations, systems, administration, and/or nonprofit management
- Highly detail oriented, organized, and committed to accuracy
- Comfortable with technology and workflow systems
- Good project management skills with the ability to keep track of a variety of elements and pull them all together successfully and on time
- Skilled at navigating competing priorities
- Committed to a high level of customer service and support to staff
- Strong communications skills
- Solutions-focused problem solver, whose responsive and team oriented
- Mission-driven and passionate about social justice and nonprofit work

Preferred:

- Experience working with HRIS or other SAAS systems
- Experience with a previous system migration, data entry, and/or working with large data sets
- Experience with Form I-9

How to Apply:

Interested applicants should send an application that includes a resume, cover letter, and pay requirements to: jobs@neophilanthropy.org. Please include "HR Associate – [name]" in the subject of your email. No phone calls please.

Start date:

As soon as possible.

Compensation:

NEO offer a competitive salary and a robust benefits package, which includes medical, dental, vision, life, long term disability, and pet insurance. We also administer FSA, Commuter benefit, and 401k retirement plans and have generous Paid Time Off and an Employee Assistance Program (EAP).

Hiring Policy:

NEO Philanthropy is an equal opportunity employer. We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, gender identity or any other legally protected status. Only those whose applications are being considered will be contacted.