



justice, hope & safety

**Job Description
Human Resources Executive
January 2023**

The Political Asylum/Immigration Representation Project is the leading provider of *pro bono* representation to low-income asylum-seekers and immigrants unjustly detained in Massachusetts. Join our dynamic operations group to help support nonprofit HR management.

Job Title: Human Resources Executive

Reports To: Executive Director

Position Status: Full-time available; Exempt

Position Description: The HR Executive will collaborate with PAIR’s leadership to oversee HR functions supporting our 20-person staff, including hiring and onboarding (approximately 2-3 employees annually), administering and ensuring competitive compensation and benefits, updating and ensuring compliance with PAIR policies, managing employee relations and addressing employee concerns, coordinating regular performance feedback, and supporting a diverse, equitable, and inclusive workplace. **The HR officer will work under the supervision and direction of the PAIR Executive Director to conduct the following activities:**

Ongoing - Staff Recruitment & Training

- Recruit potential applicants for open positions at PAIR
- Develop relationships and community networks to expand connections that are needed to reach a diverse candidate base.
- Assist PAIR management and the hiring committee with candidate interviews.
- Annual review and update of PAIR’s hiring guide and rubric; ensure ongoing implementation.
- Process candidate background and reference checks; prepare offer letters
- Support staff professional development by identifying and assessing training needs through engagement with employees, and consultation with managers and supervisors

Ongoing - HR Administration

- Benefits administration at PAIR: health, dental, vision, 403(b) retirement plan
- Manage payroll and oversee pay practices to ensure compliance with relevant wage/hour laws

- Respond to concerns about unlawful conduct, including EEO, harassment, etc.
- Review PAIR staff benefits, receive and respond to staff inquiries, ensure benefits are competitive
- Manage absence policies (e.g., MA PFML, FMLA, PTO)
- Regular review of HR/Handbook and Compliance Policies, including implementing changes and communication to staff
- Respond to staff concerns
- Work with Directors to conduct annual performance review, develop communication to staff including corrective action, work with staff who require corrective action, and address staff feedback

As Needed - Onboarding/Separating

- Annual review and update of PAIR’s onboarding and employment termination checklist
- Support new PAIR staff members by reviewing onboarding checklist with new employees, including providing and collecting all forms and benefits, timekeeping system, policies (I-9, W-4, etc.), staff “meet and greets”
- Work with management to ensure all required internal documents are completed in preparation for employee first day (i.e. e-mail, staff contact, phone, computer, etc.)
- Welcome new employees and facilitate orientation
- Review separation checklist with departing employees, conduct exit interviews, and provide required notices related to unemployment, COBRA, and final pay.

Qualifications:

- Bachelor’s degree required
- 5-7 years HR experience minimum or similar combination of education and experience
- PHR or SHRM-CP certification preferred
- Excellent communication, problem-solving, conflict resolution and analytical skills
- Ability to meet deadlines and adapt to frequent changes
- Ability to take initiative and work both independently and as part of a team
- Ensure high level confidentiality
- Ability to establish and maintain a positive and professional relationship with co-workers, clients, and community service providers.

Salary is commensurate with experience.

Benefits: PAIR offers generous benefits including paid time away, medical, dental, and vision, short- and long-term disability, flexible work options, retirement, and professional development opportunities.

Hours: 40 hours for FT per week

PAIR is an Equal Opportunity Employer committed to inclusive hiring and dedicated to diversity in both its staff and work. Black, Indigenous, and People of Color (BIPOC), immigrants, women, and LGBTQ+ candidates are strongly encouraged to apply. Nominations or applications, including a cover letter, resume and 3 references, should be sent to career@pairproject.org. Applications will be accepted on a rolling basis until the position is filled, and applicants selected for interviews will be duly notified.