



Human Resources Manager

Hazon works to create healthier and more sustainable communities in the Jewish world and beyond. We're the largest dedicated environmental organization in the American Jewish community. In aggregate we're seeking to shift the nature of what it means to be Jewish in the 21st century – enabling and encouraging Jewish people to have an impact in the world and transforming Jewish life in the process. We are based in New York City and the Isabella Freedman Jewish Retreat Center in Falls Village CT. We also have offices in Denver, Boulder, Detroit, and San Diego.

The Human Resources Manager will maintain and enhance Hazon's human resources by planning, implementing, and evaluating employee relations and human resources policies, programs, and practices. The position may be based in our New York City office or our Connecticut campus, and will split time among the two on a regular basis (at least one day per week in the non-primary office).

Responsibilities include

- Maintain employee benefits programs; manage the open enrollment process and the handling of benefit claims.
- Oversee payroll processing and employee time and attendance tracking.
- Manage the updating of job descriptions and job postings; manage onboarding and offboarding procedures.
- Develop and oversee staff development and training programs.
- Oversee the annual performance evaluation process.
- Maintain professional and technical knowledge by attending educational workshops and reviewing best practices in the field.

Qualifications

- 3+ years of professional experience in Human Resources; non-profit experience a plus.
- Extremely detail oriented with experience managing data.
- Knowledge of procedures, policies, compliance and activities pertinent to the duties of the position.
- Experience using payroll systems, Paychex is a plus; high level of comfort with databases.
- Able to communicate effectively and in a courteous manner with employees.

How to Apply

To apply, send resume and cover letter **to jobs@hazon.org** with "Human Resources Manager" in the subject line. Applications will be reviewed on a rolling basis.

Salary for the position is \$50K-\$60K based on experience, including an excellent benefits package.

Hazon is strongly committed to equal employment opportunities for all individuals. Hazon will make all employment decisions for staff and applicants without unlawful discrimination as to race, creed, color, national origin, gender, age, disability, marital status, sexual orientation, alienage, citizenship or any other basis protected by law. This policy applies to all terms and conditions of employment including but not limited to recruiting, hiring, compensation, training and development, benefits, promotion, demotion transfer, discipline or termination. All Hazon staff, regardless of position, are expected to maintain and live up to the true meaning of nondiscrimination.