



Northwest Justice Project

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César E. Torres
Executive Director

Job Announcement Human Resources Specialist

The Northwest Justice Project (NJP) is a not-for-profit organization providing civil legal services to low income persons throughout Washington State. NJP has 230 staff working in 18 offices located throughout the state of Washington. NJP is hiring a Human Resources Specialist. This position will be a primary resource to current NJP staff, candidates for vacant positions, volunteers and potential volunteers.

The Human Resources Specialist reports to the Human Resources Director.

SUMMARY

Assist with the day-to-day operations of the Human Resource Department with an emphasis on all phases of recruiting, employee onboarding, and personnel file maintenance. Assists with the implementation of Human Resource policies and procedures, benefits administration and general HR activity.

RESPONSIBILITIES

Recruiting:

- Develop job announcements and post on internal and external site
- Ensure broad distribution of job announcements to develop diverse candidate pools
- Assist with tracking positions and openings
- Coordinate interview process with hiring managers, candidates and interview panels.
- Prescreen candidates according to position qualifications
- Conducts or assists with background and reference checks
- Fields questions from candidates and hiring managers as necessary
- Assist with coordinating logistics for recruiting events

New Employee/Volunteer Onboarding:

- Provides initial onboarding for new hires and benefits orientation
- Assists in coordination of schedule of new employees to ensure key introductions are made
- Provides basic administrative onboarding for volunteers

Benefits:

- Assist with employee benefits renewal, enrollment and changes;
- Answer questions and provide information on employee benefits.

Personnel File Maintenance:

- Ensure that human resource files and records are maintained in accordance with legal requirements and program policies and procedures.

Qualifications:

- Ability to provide excellent internal customer service required.
- Two years related experience preferred
- Basic knowledge of human resource functions including reporting and record keeping requirements.
- Strong interpersonal skills and ability to interact effectively with individuals throughout the organization
- Proficiency in using Microsoft Word, Excel and other computer applications.
- Accurate and attentive to detail with high degree of organization.
- Excellent verbal and written communication skills.
- Demonstrates cultural competency including ability to work effectively in multiethnic environment; sensitivity to and respect for diverse cultures.

NJP has an organizational commitment to fight racism and to incorporate equity and inclusion in both the work we do and work environment we create. All staff are expected to uphold this commitment and approach their role with a desire to learn and grow in this area.

SALARY/BENEFITS: Salary is based on experience. NJP offers a full benefits package, including health benefits and generous time off.

TO APPLY: Cover letter and resume should be sent to resume@nwjustice.org. Cover letter and subject line should clearly reference “Human Resources Specialist. **Position will remain open until filled, with priority given to applications received by September 12, 2018.**

More information about NJP can be found at: www.nwjustice.org.

The Northwest Justice Project is committed to a policy of equal opportunity in an environment free of barriers and discriminatory practices for its client communities, Board and staff. NJP actively promotes mutual respect, acceptance, teamwork and productivity among people who are diverse in work background, experience, race, color, national origin, sex, age, religious preference, marital status, sexual orientation, sensory, mental or physical abilities, veteran status, or any other perceived differences. This policy strengthens the program while reinforcing its commitment to basic fairness. People of color, people who identify as transgender, lesbian, gay, or bisexual, and those with disabilities are strongly encouraged to apply.