Human Resources Manager

**About Us:** Newark Public Radio, Inc. (WBGO – 88.3 FM) is a publicly-supported 40-year old Non-Profit Arts Organization offering a vibrant, worldwide community for the discovery of jazz, connecting people to culture and community through our various distribution platforms and our position as NPR’s largest jazz affiliate. We believe that jazz in all its forms represents America’s cultural gift to the world, and we are committed to connecting the vibrancy of our local community’s past, present and future in the music to a global audience. From its home base in the Arts District of Newark, New Jersey, WBGO has long been an anchor institution in community engagement through its partnerships, concerts, education and news programming.

**This Role:** The primary goal of this position is to make WBGO a great place to work. WBGO values its staff members as critical to achieving its mission and is committed to their retention and professional and personal development. This will be accomplished by supporting the development and maintenance of a healthy organizational culture reflective of WBGO’s values (empathy, mutual respect, fairness and transparency, commitment to excellence, and accountability) and longtime commitment to equity, diversity and justice.

**ROLES AND RESPONSIBILITIES**
- Establish an effective Human Resources function working closely with our existing HR Partner, Paychex, who will continue to provide us with certain resources normally not available to a company of our size.
- Support the development and maintenance of a healthy organizational culture reflective of WBGO’s values.
- Assume ownership of our integrated time keeping system and bi-monthly payroll, which is processed by our HR Partner, Paychex. Assist with the administration of our 403b Retirement Program, especially with the preparation of annual compliance reporting. Work closely with Finance to communicate all changes and compile reports for compliance and managerial purposes, as needed.
- Administer WBGO’s benefits programs by communicating information to employees, reporting changes, reviewing and reconciling invoices for payment, and resolving claims. Work with employees with a wide range of issues dealing with health insurance, Dental, Vision, Life, and other supplemental insurances, HSA, FSA and DCA spending accounts, HRA administration, Transit, and others.
- Ensure that WBGO staff policies and practices are in compliance with all federal, state and city regulations. Assist employees with the administration and compliance with forms, issues and questions regarding FMLA, Disability, both long and short term, Workers’ Compensation, and others.
- Partner with hiring managers to acquire talent for part-time and full-time positions. Responsible for sourcing and screening applicants, facilitating the interview process, onboarding new employees, and orientations. Handle all HR aspects related to the end of one’s employment, including but not limited to, exit interviewing, COBRA Administration, and the issuance of State Unemployment and other required forms.
- Create a comprehensive staff orientation program that will effectively introduce each staff member to the entire organization they are becoming a part of, and familiarize them not only with the structure and activities of the organization, but also its culture and values.
- Conduct a training needs assessment and create an annual training calendar combining departmental trainings with organization-wide trainings sponsored by HR and supported by the wide range of training materials, webinars, and on-site presentations, available to us through our partners at Paychex.
· Provide coaching and counseling to management on progressive discipline and employee relations matters. Manage employee relations by addressing and resolving employee issues promptly, effectively, and objectively while complying with applicable laws and policies.

· Maintain human resource information records, files, and compile reports from HR systems, often from multiple sources.

· Performs other duties as assigned by management.

**JOB SPECIFICATIONS OR QUALIFICATIONS**

- Alignment with WBGO’s mission and values
- A bachelor’s degree or higher and a minimum of 3-5 years’ experience in human resources, with experience as both a Generalist and Benefits Administrator. SHRM SPHR or PHR certification a plus.
- Knowledge of federal and state employment requirements and experience in compliance practice
- Fluency in Microsoft Office Suite and on-line payroll systems
- Ability to present information both orally and in written form, clearly and with enthusiasm
- Results-oriented, a self-starter, innovator
- Experience in working in a non-profit environment preferred
- Ease in working with people of different backgrounds
- Works collaboratively with others and able to work as part of a team, both as leader and team member. All of our positions engage in organizational wide/cross-departmental special projects, events, and other initiatives, such as Fund Drives, so being flexible and team oriented are key qualities.

*WBGO is an equal employment opportunity employer and is committed to further building and maintaining a staff that reflects the full range and diversity of our community. WBGO does not discriminate against employees or applications on the basis of race, color, religion, gender, age, national origin, citizenship status, disability, medical condition, military or veteran status, sexual orientation, gender identity or expression, or marital status.*

If interested, please send a resume and personalized cover letter, both in PDF format, to jobs@wbgo.org, with the subject line “Human Resources Manager.” Position to start as soon as possible -- NO PHONE CALLS PLEASE