



**Job Title:** Human Resources Associate  
**Reports To:** Director of Human Resources  
**Dept. /School:** Communities In Schools of North Texas – Central Office  
**Duty Days:** 240  
**Wage/Hour Status:** Exempt  
**Salary:** \$47,000 - with consideration for education and experience.

**Primary Purpose:**

Human Resources Associate aid with and facilitates the human resources process with Communities In Schools of North Texas (CISNT). This position includes the recruiting and onboarding of staff, ensuring benefit understanding, sharing company policies and practices, and building positive employee relations. This roll provides administrative support to the human resources function as needed, including recording-keeping and file maintenance.

**Qualifications:**

- Bachelor's Degree required
- One year of human resource experience is preferred.
- 3-5 years of nonprofit experience preferred

**MAJOR RESPONSIBILITIES AND DUTIES:**

- Provides administrative support in the areas of employment recruitment, hiring and onboarding ensuring compliance with the agency and fiscal agent policies as well as applicable grant and programmatic requirements.
- Assists with recruitment and interview process. Tracks status of candidates, including troubleshooting, and resolving applicant inquiries.
- Schedules meetings and interviews for all part-time positions.
- Collaborate with department leadership to understand skills and competencies required for open positions.
- Ensure required background checks are completed and employee eligibility verifications.
- Conducts new hire orientation and manage the onboarding process, including new hire paperwork
- Ensures all required new hire documents are received and filed into appropriate employee files.
- Create and maintain employee files
- Collaborate and assist with department projects, ideas, and initiatives as required.
- Support Human Resource Director with the creation, and execution, of agency presentations.
- Ensures compliance with federal, state, and local employment laws and regulations.
- Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law.
- Performs other related duties as assigned.

**Special Knowledge/Skills:**

- Maintain strict confidentiality in performing duties
- Ability to exercise discretion and independent judgment on human resources matters.
- Ability to establish and maintain positive working relationships
- Demonstrated commitment to the values of diversity, equity, inclusion, and empowerment.
- Excellent verbal and written communication skills
- Excellent organizational skills and attention to detail
- Working understanding of human resources principles, practices, and procedures
- Excellent time management skills with a proven ability to meet deadlines
- Ability to function well in a high-paced and at times stressful environment.
- Commitment towards the CISNT mission, vision, and strategic goals
- Proficient with Microsoft Office Suite or related software

**Supervisory Duties: N/A****Working Conditions:**

- Occasional travel within Dallas/Fort Worth Metroplex
- Work with frequent interruptions, maintain emotional control under stress.
- Work with and maintain security of highly confidential data.
- Prolonged periods of sitting at a desk and working on a computer.
- Occasionally prolonged and irregular hours.
- Must be able to lift up to 15 pounds at times.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

**Continuation of position is contingent upon funding.**