

**Community Partnerships has a part-time opportunity (20-30 hrs./wk.) for a skilled professional to join our Administrative Team as a Human Resources Manager. The HR Manager will be responsible for the human resource function of the agency.**

**Job Title: Human Resources Manager**

- Qualifications:**
- Minimum bachelor's degree in human resources or closely related field
  - Five years of progressive generalist experience in Human Resources management
  - Demonstrated experience required developing and implementing Human Resources procedures and policies
  - Ability to pay attention to detail and to provide exceptional customer service
  - Commitment to cultural humility
  - Experience working with others from diverse backgrounds is preferred

- Job Duties:**
- Develop, oversee and implement all HR programs, policies, procedures and communication
  - Oversee management of benefit packages, including evaluating costs and monitoring the effectiveness of plans
  - Provide counsel to managers and supervisors on all employee relations areas in order to maintain a diverse, equitable, fair and desired workplace
  - Direct and coordinate various activities designed to promote and maintain employee morale
  - Oversee all recruitment activity to support and maintain a diverse, equitable and inclusive agency
  - Manage wage and salary administration process
  - Remain current on employment-related legal updates and ensure organizational compliance with federal, state and local laws
  - Develop and monitor various metrics and analytics used to evaluate effectiveness of HR programs and activities
  - Energize, roll-out and manage performance management process to ensure consistency and equity in employee reviews and to support accountability and professional development
  - Work with CFO or Executive Director on other tasks that enhance the overall operation of the agency

**Application Instructions:** Send completed **Application Form, cover letter and resume** to:

Attn: Human Resources  
Community Partnerships, Inc.  
1334 Dewey Court  
Madison, WI 53703

Alternatively, fax to (608) 250-6637 or e-mail to [hr@commpart.org](mailto:hr@commpart.org)

- **Application Form available at [www.community-partnerships.org](http://www.community-partnerships.org).** Application packet **must be complete** to be considered. Resumes only in lieu of an application form will not be considered.
- Recruitment will remain open until position is filled.
- Criminal background check is required for employment.

**Community Partnerships is an Affirmative Action/Equal Opportunity employer.**