Human Resources Specialist

Position Summary
The role of the Human Resource Specialist, under the supervision of the Managing Director of Human Resources (MDHR), is responsible for supporting and administering a variety of human resources programs and services at Making Waves Academy (MWA). This position will be responsible for administration and management of such areas as new hire onboarding and orientation, compliance, safety & risk management, employee relations, job descriptions and policies. This position will also provide some administrative support to the MDHR. Most importantly, the HR Specialist is passionate about educational equity and believes in helping the children we serve to learn, graduate college, and contribute to revitalizing their community.

Title: Human Resources Specialist (New, Assistant Director track)
Division: Making Waves Academy Schools (Home Office)
Location: Richmond, CA
Reports to: Managing Director of Human Resources
Status: Full-time, Exempt

Primary Responsibilities

Employee Support and Responsiveness
- Provide timely customer service to employees and team members regarding human resources inquiries
- Build relationships with key internal stakeholders to effectively make recommendations for initiatives that enhance the culture of the organization

MDHR Support
- Provide administrative support to the MDHR
- Serve as back up partner to MDHR on policy & procedure development and handbook updates
- Serve as back up partner to MDHR on organizational development, retention and succession plans
- Serve as back up partner to MDHR on escalated employee relations and legal issues

General HR Systems Operations
- Operationalize strategies and tactics under the supervision of MDHR including but not limited to: a) write, update and obtain approvals on job descriptions, b) Complete employment verifications, c) Process leaves of absence (LOAs), d) process disability and unemployment claims
- Administer safety & risk management programs; process workers’ compensation claims; coordinate or conduct ergonomic evaluations
- Share responsibility for maintaining employee personnel files to ensure legal compliance and best practices and administration of the HRIS
• Create training aids or similar materials to assist employees with navigation of HRIS, benefits enrollment, professional development, etc.

**Benefits, Compensation, and On/Off Boarding Support**
• Coordinate and deliver new hire orientation meetings and benefits orientation sessions including
• Preparing orientation materials, new hire packets, benefits packets and other employee related informational packets
• Share responsibility for and administer on and off-boarding protocols
• Create and manage credential verification and documentation procedures

**Qualifications**

**Experience**
• Minimum 5 years of relevant work experience required
• Previous human resource generalist experience required

**Skills**
• Strong customer service orientation
• Excellent organizational, analytical and problem solving skills and abilities
• Strong verbal and written communication skills
• Ability to prioritize tasks and consistently demonstrate strong decision making and judgment skills
• Innovative thinking as it relates to creating sustainable workflow and processes
• Ability to take initiative and produce in a fast-paced, start-up environment
• Strong computer skills in MS office suite
• Strong abilities in the navigation and maintenance of HR Information Systems
• Fluency in Spanish preferred but not required

**Education**
• Bachelor’s degree
• SPHR certification

**Salary and Benefits**
Salary for this position is competitive and commensurate with experience. In addition, a comprehensive benefits package is included.

**How to Apply**
Please send cover letter and résumé to apply@mwacademy.org

Applications will be reviewed on a rolling basis, though priority consideration will be given to candidates that apply early. Making Waves Academy is an equal opportunity employer. Candidates from diverse backgrounds are encouraged to apply.