



Job Description

JOB TITLE: Assistant Director of Human Resources/Training

REPORTS TO: Director of Human Resources

FLSA: EXEMPT – Full Time

SALARY RANGE: \$75,000 - \$85,000 per year

POSITION SUMMARY:

The Assistant Director of Human Resources & Training plays a significant role in assisting with the management of the human resources department's activities, in conjunction with the Director of HR. The role will encompass a variety of priorities in staffing, training and development, and employee relations, with a focus on organizational culture, creation of staff training and development initiatives, and involvement in the recruitment process. Additionally, the Assistant Director will work within the department to assist in the design and implementation of policies and procedures which comply with all application legislation and regulation and Holy Childhood's organizational priorities. The ideal candidate will have a broad knowledge of human resources, an affinity for working with employees using good communication skills as well as general administrative responsibilities and can work autonomously and efficiently to ensure the effective implementation of HR projects and operations.

SPECIFIC JOB RESPONSIBILITIES:

- Support the organization's strategic objectives, especially those which involve organizational culture, staff training and development and employee relations.
- Assist in developing and implementing HR strategies and initiatives aligned with the overall agency strategic plan.
- Working with the department, ensure effective recruitment process from job posting to interviewing and hiring.
- Advise managers and supervisors on all personnel matters (staffing, recruitment, training grievances, performance evaluations, etc.)
- Effectively handle employee questions and requests around human resources issues, rules and regulations.

- Design and deliver robust training and staff development opportunities to foster a culture of continuous growth and investment in staff, leading to effective succession planning in key positions across the agency. Collaborate closely with senior leadership and managers to address specific departmental training needs, creating a continuous learning culture within the organization.
- Work with managers and supervisors on best practices to elevate staff engagement across the organization.
- Nurture a positive working environment by collaborating with HR department to maintain and enhance programs, including compensation, benefits, health insurance, and retirement plans.
- Monitor employee performance and response to training.
- Conducting train-the-trainer sessions for internal subject matter experts
- Other duties as assigned.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Candidates for this position will have:

Proficiency in basic Microsoft Office tools. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

- Bachelor's degree in business administration, Human Resources Management or another relevant field helpful
- Proven experience in HR administration as a manager (2+ years) or HR Specialist or HR Generalist (3-5 years)
- Understanding of labor laws and disciplinary procedures
- Extensive knowledge of human resources management, regulatory compliance requirements, legislative requirements, recruitment, training and development, employee relations, etc.
- Exceptional interpersonal and critical thinking skills
- Thorough understanding of the best HR policies, practices, and procedures
- Experience with reporting and data analysis
- Experience in performance and HR operations management
- Outstanding communication, interpersonal and public speaking skills
- Excellent organizational and leadership skills
- HR Credentials

EQUAL OPPORTUNITY EMPLOYER

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