



KAPLEN JCC on the Palisades

Kaplen JCC on the Palisades, Taub Campus, 411 E. Clinton Avenue, Tenafly, NJ 07670
www.jccotp.org

JOB TITLE: Human Resource Director
SUPERVISOR: Chief Operating Officer & Chief Financial Officer
STATUS: Full Time, 40 hours per week, Benefits Eligible

If you are interested in being part of a warm and welcoming professional team focused on ensuring a place of belonging and delivering excellent opportunities to its members and the community, come join our team. The Kaplen JCC on the Palisades (Kaplen JCC) is seeking an innovative, proactive, and collaborative Human Resource professional who is interested in ensuring a workplace environment that attracts, develops, retains, and engages talent to the Kaplen JCC.

KAPLEN JCC ON THE PALISADES

The Kaplen JCC is a welcoming home away from home for all who pass through its doors in Tenafly, NJ and for the wider community. We are a leading nonprofit, charitable organization deeply rooted in Jewish values and tradition, and are a vibrant and welcoming home for the Jewish People. We are a place that welcomes all, cultivating the social, intellectual, physical, and spiritual well-being of the entire community. We are a strength-based organization and pride ourselves on our inclusive and welcoming workplace that celebrates the diversity of our employees. We stress a supportive environment in which people are treated with appreciation and respect and positioned to do their best work every day. Our vision is to be the center point of Jewish life in our community and to engage all generations in our mission and values. We serve 3,000+ membership units and over 750,000 people each year in our 200,000 square foot building and acres of outdoor grounds and facilities.

HUMAN RESOURCE DIRECTOR

We are seeking a team member who can work with sensitivity, confidentiality, and thoughtfulness in prioritizing the well-being of our staff, program participants, and community members. The Human Resources Director is responsible for the day-to-day management of the recruitment lifecycle; onboarding new hires; compliance to regulatory concerns; policy development and documentation; employee relations; employee safety, welfare, wellness and health; and employee services and counseling. This director is integral to our staff culture, professional development, and retention programs. The HR Director will work directly with managers to identify their needs and serve as a leader to the Kaplen JCC regarding services, policies and programs for the entire employee community.

Responsibilities and Opportunities

- Strategic leader focused on strengthening workplace culture, professional and leadership development, and organizational success.
- Actively foster a fair, inclusive, and respectful workplace, both through customer service and in policy development.

- Lead and administer day-to-day people-related operations including staffing/recruitment, hiring, terminations, classification, procedure development and related duties.
- Serve as the HR subject matter expert within the organization and across all administrative and program areas.
- Manage employee lifecycle milestones and processes, such as, but not limited to onboarding, annual reviews, training and development and offboarding.
- Advise and consult Directors and supervisors on day-to-day issues concerning employees, employment programs, and issues/actions that affect the achievement of goals and objectives.
- Serve as point person in employee relations matters: coaching managers in providing feedback, conflict management, handling investigations in an unbiased, professional manner.
- Analyze data and reports concerning all aspects of the employment function to identify and determine causes of people-related problems and develop and make recommendations for improvement of employment policies, processes, and practices.

Recruitment and Onboarding

- Work in collaboration with Directors to plan and direct all aspects of recruitment: develop sources of qualified applicants, develop and modify selection criteria, job descriptions and recruitment processes, place recruitment ads, review resumes, actively participate in the selection of candidates.
- Conduct new employee orientation and onboarding
- Manage off boarding process, communication and meetings.
- Manage HR Solutions platform.

Policies and Procedures

- Develop and maintain human resources system and programs to meet legal requirements, information management and changing organizational needs.
- Interpret rules, policies and procedures to supervisors and employees, and provide guidance and technical assistance in terms of conflict resolution and employee issues.
- Publish, maintain, and modify employee manual and forms, and inform of changes.
- Maintain current knowledge of best practices, trends and developments in labor and human resources regulatory practices.
- Manage and maintain employee performance appraisal process, corrective action, and professional development expectations.

Other

- Investigate discrimination, harassment, unemployment and other related claims, and report finding and recommended courses of action to the Leadership Team. Monitor implementation of approved actions following such investigations.
- Maintain employee records and ensure confidentiality, consistency, and continuity.
- Work with staff members to form a positive, supportive team atmosphere.
- Oversee internal teams (i.e. professional development, appreciation, communication)
- Oversee annual staff satisfaction survey and appropriate follow up with departments
- Work with Board committees on workplace practices and culture
- Participate in departmental and agency training, staff meetings, committees, special events.

Qualifications & Specialized Skills

- Great people skills!

- Record of maintaining confidentiality, highly trustworthy
- Excellent verbal and written communication skills and interpersonal skills.
- Excellent organizational skills, attention to detail, time management skills
- Strong analytical, problem-solving, and decision-making skills.
- Ability to adapt to the needs of the organization and employees.
- Minimum of three years' experience in Human Resources or a related field
- SHRM certification preferred
- Experience in the non-profit sector preferred.
- Proficient with Microsoft Office Suite and related HR software.

Salary Range: Annual salary \$90,000-100,000

Benefits:

- Complimentary JCC family or Individual membership
- Employee discounts on all programs, services and events
- Generous paid time off, paid floating federal holidays, paid Jewish holidays
- Health and dental insurance
- 403b employer contribution
- FSA/HSA options
- Life insurance
- long-term disability

This job description is not intended to be all-inclusive, and the Human Resource Director will also perform other reasonably related business duties as assigned by its supervisor or other management, as required. The Kaplen JCC reserves the right to revise or change job duties as needs arise. This job description does not constitute a written or implied contract of employment. The Kaplen JCC is proud to be an equal opportunity employer. In keeping with our Jewish values, we are dedicated to a policy of nondiscrimination in employment on the basis of race, religion, color, sex, sexual orientation, gender identity or expression, national origin, age, marital status, citizenship, veteran's status, physical or mental disability that does not prohibit the performance of essential job functions (with or without reasonable accommodation) or any other basis protected by federal, or applicable, state or local law. We welcome everyone interested in our mission to join us. If you require accommodation, please contact us and we will make every effort to meet your needs.

Don't meet every single requirement? Studies have shown that women and people of color are less likely to apply for jobs unless they meet every single qualification. At the Kaplen JCC, we are dedicated to building a diverse, inclusive, and authentic workplace, so if you're excited about these roles but your past experience doesn't align perfectly with every qualification noted above, we encourage you to apply. You may be just the right candidate for this or other positions.

Submit cover letter and resume to recruiting@jccotp.org with "Human Resource Director" in the subject line.