

January 20, 2017

## **Job Announcement**

### **Director of Human Resources and Professional Development**

MFY Legal Services, Inc. (MFY), a non-profit organization that provides free civil legal services to low-income New Yorkers, is seeking a skilled professional to become our Director of Human Resources and Professional Development. This is a senior level leadership position. MFY's 85-person staff is comprised of attorneys, paralegals, social workers and support staff. It is a diverse, unionized, and collegial workplace where staff share the organization's mission to achieve social justice, prioritizing the needs of people who are low-income, disenfranchised or have disabilities.

The Director will provide guidance and expertise on matters related to HR, union contract and employee matters, including staff development. The Director will work closely with the Executive Director and with staff across the organization to maintain a positive culture of inclusion and diversity. The Director will possess excellent interpersonal and writing skills, and be able to communicate effectively with staff, outside contacts, consultants, legal counsel and board of directors.

#### **Responsibilities include but are not limited to:**

Report to and work closely with the Executive Director to oversee and implement HR programs, policies and procedures.

Ensure compliance with all state and federal employment laws and regulations.

Update and maintain policies and procedures in accordance with state and federal laws.

Advise management team on a wide range of issues including recruitment and retention, employee relations, contract interpretation, immigration procedures, and overtime rules, among other things.

Oversee benefits administration, including 403(b) retirement plan, flexible spending plan, and health reimbursement plan.

Supervise the Director of Operations to ensure HR functions are properly executed and office operations run smoothly.

Be responsible for all hiring processes, including posting, recruiting, interviewing and onboarding of staff, volunteers and fellows.

Be management liaison to delegates who represent the unionized staff and be point person to hear and resolve internal disputes, address emerging conflicts, and conduct grievance hearings. Participate in collective bargaining process.

Identify and implement processes to enhance staff communication and interaction and implement actions articulated in MFY's strategic plan, as appropriate.

Lead annual evaluation process.

Create and oversee a professional development program, including organizing CLE trainings, reviewing and editing CLE materials, and maintaining the organization's CLE provider status, as well as apprising staff of outside training opportunities.

**Requirements:**

Commitment to organizational mission and values.

At least five years of experience with HR matters.

Knowledge of state and federal employment law, including immigration requirements.

Excellent interpersonal and communications skills to establish a comfortable environment for staff to discuss confidential issues and to resolve grievances.

Ability to work independently, manage multiple projects and prioritize appropriately.

Excellent judgment and discretion.

JD or secondary degree in human services a plus.

Experience in a unionized workplace a plus.

**Salary to be negotiated.**

Applicants should submit a cover letter and resume addressed to Jeanette Zelhof, Executive Director, and transmitted by e-mail to [jzelhof@mfy.org](mailto:jzelhof@mfy.org) with "HR Director" in the subject line. Applications must be received by February 3, 2017. Early applications are appreciated and interviews will take place on a rolling basis. No telephone calls please.

For further information about MFY, please go to [www.mfy.org](http://www.mfy.org).

**MFY IS AN EQUAL OPPORTUNITY EMPLOYER.**

People of color, women, people with disabilities, gay, lesbian, bisexual and transgender people are welcome and encouraged to apply.