



## Position Description – Human Resources

### Springboard to Opportunities

Springboard to Opportunities is a nonprofit organization working alongside residents of federally subsidized housing as they pursue their goals in school, work, and life. Additional information about Springboard can be found on our website ([www.springboardto.org](http://www.springboardto.org)).

### Human Resources – Overview

We seek a Human Resource Consultant to support Springboard to Opportunities in fostering a strong organizational culture, ensuring compliance with HR best practices, and implementing systems that promote staff well-being and professional growth. This role will collaborate closely with leadership to develop and refine HR policies, practices, and programs that align with our mission, values, and strategic goals

### Key Responsibilities

#### 1. HR Policy and Compliance (ongoing)

- Review and update employee handbooks, policies, and procedures to ensure compliance with federal, state, and local employment laws.
- Ensure organizational adherence to PTO policies, including accurate tracking, accrual management, and reporting; communicate with staff as needed.
- Provide guidance on labor laws, workplace regulations, and best practices.
- Manage benefits administration.

#### 2. Talent Acquisition and Onboarding (as needed)

- Develop strategies for attracting diverse, mission-aligned talent.
- Oversee the onboarding process to ensure new hires are welcomed and integrated effectively into the organization.

#### 3. Performance Management and Staff Development (end of year/as needed)

- Implement performance management systems to support staff growth and accountability.
- Design and recommend professional development opportunities, training, and leadership coaching.

#### 4. Employee Engagement and Retention (as needed)

- Conduct regular employee engagement surveys and recommend actionable improvements.
- Support the development of a positive organizational culture that prioritizes equity, inclusion, and team collaboration.

#### 5. Conflict Resolution and Employee Support (as needed)

- Serve as a resource for conflict mediation and workplace challenges.
- Foster open communication and trust between staff and leadership.



### Qualifications:

- Bachelor's degree in Human Resources, Organizational Development, or a related field; advanced degree or HR certification (e.g., SHRM, PHR) preferred.
- At least 5 years of progressive HR experience, preferably in a nonprofit or mission-driven organization.
- In-depth knowledge of employment laws, compliance requirements, and HR best practices.
- Strong facilitation, coaching, and conflict-resolution skills.
- Commitment to equity, diversity, and inclusion in workplace practices.
- Excellent organizational and communication skills.
- Ability to work independently and collaboratively with cross-functional teams.

### Expected Deliverables:

- Recommendations for improving staff retention and engagement.
- Customized performance management and professional development plans.
- Clear understanding of current systems and policies to support ongoing HR needs.

### Contract Details:

- **Duration:** 6-12 months, with ongoing extension (annually).
- **Hours:** Flexible; estimated 2-3 hours per week, with additional hours during end-of-year performance reviews or hiring processes.
- **Compensation:** Commensurate with experience.

### How to Apply:

Please submit a cover letter, resume, and a brief proposal outlining your approach to the role to [info@springboardto.org](mailto:info@springboardto.org) by March 13<sup>th</sup>, 2026.

*Springboard to Opportunities is an equal opportunity employer that does not discriminate on the basis of race, color, relation, national origin, citizenship, sex, sexual orientation, disability or veteran status.*