

GOODWILL INDUSTRIES OF NORTHEASTERN PA
DIRECTOR OF HUMAN RESOURCES

Reporting to the CEO, the Human Resource Director is responsible for the development and implementation of long and short-term Human Resource strategies in support of the organization's mission.

- Collaborates with senior leadership to understand the organization's goals and develops strategies to support those goals.
- Monitors and ensures compliance with federal, state, and local employment laws and regulations, and develops and updates human resource policies as appropriate
- Identifies staffing and recruiting needs; develops and executes best practices for hiring and talent management.
- Oversees the administration of human resource programs including, but not limited to, compensation, benefits, and leave; disciplinary matters; investigations; and performance management
- Develops, implements, and oversees all aspects of the agency's safety program including Workers Compensation and accident control programs for employees, customers, and visitors.
- Evaluates organizational development needs and provides training opportunities to meet those needs
- Advises management on employee relations issues

Requirements

- Bachelor's degree in human resources or related field.
- A minimum of five years of experience in a Human Resource generalist role with supervisory experience. SHRM and/or HRCI certification preferred.
- Working knowledge of employment laws and regulations
- Ability to communicate with and establish relationships with employees and leaders across the organization.
- Working knowledge of Microsoft Word, Excel, PowerPoint, and experience working with an HRIS system.
- Strong supervisory and leadership skills.
- Non-profit experience a plus

Goodwill Industries of Northeastern Pennsylvania offers a competitive benefit and compensation package.

Apply: email pat@c3gc.com