

Gamma Phi Beta Sorority, Inc. Job Description
Job Title: Human Resources Manager



Reports To:	Director of Human Resources	Status: Non-exempt
Revised:	January 15, 2019	Department: Human Resources
Division:	Risk and Policy	

Summary

Gamma Phi Beta seeks a Human Resources manager who will oversee operations and strategic functions for the recruitment and onboarding of our staff and volunteers. As human resources manager, they will track, identify and engage a talent pipeline for successful staff and volunteer recruitment campaigns. Working in partnership with human resources leadership and volunteers, they will support the overall administration and coordination of the human resources function.

Essential Job Functions and Responsibilities

Core duties and responsibilities include the following. Other duties may be assigned.

- Conduct talent sourcing and digital recruitment efforts for all exempt and non-exempt employees; write and place advertisements; work with hiring managers to screen and interview candidates; and conduct reference checks.
- Direct our annual volunteer recruitment campaigns for all volunteers and advisors; manage online volunteer postings and applications; create resources for and train volunteer supervisors on best selection practices; and support the HR specialist team in executing the official volunteer appointment procedure.
- Manage our applicant tracking system (ATS). Train and support hiring managers in the its use. Ensure quality and consistency of data to further our talent acquisition and recruitment goals.
- Track, analyze and communicate recruitment data to drive improvements in recruitment campaign strategies.
- Select, train and supervise the Onboarding Specialist volunteer team, who in turn orientate and welcome incoming volunteers to Gamma Phi Beta.
- Prepare onboarding and welcome materials for new volunteers and staff. Support the new employee onboarding experience from administration to new employee orientation.
- Partner with Gamma Phi Beta’s professional employment organization (PEO) to ensure the successful and complete hiring and onboarding of Gamma Phi Beta employees.
- Participate in staff, departmental and operational meetings. Help organize and support the activities and monthly meetings of the volunteer Human Resources and Onboarding teams.
- Work with the director of Human Resources to analyze data, identify workforce challenges and opportunities and develop aligned solutions.

Additional Job Functions

- Collaborate with the Marketing department to create the monthly HR newsletter, volunteer communications and website content.
- Work with the director of administration to develop and maintain the online volunteer management system.
- Assess current practices in volunteer management and support and suggest relevant changes.
- Serve on the staff culture committee, plan and execute regular staff events to promote a fun, inviting company culture.

Education and/or Experience:

Bachelor's degree from four-year college or university; and one to three years of related human resources or volunteer management experience; or equivalent combination of education and experience.

Other Qualifications

- Human resources, talent or volunteer management experience
- A track record of volunteer, member or employee recruitment
- Cultural awareness with the ability to manage relationships
- Ethical business practices with the ability to maintain confidentiality
- Communication and consultation skills
- Proven computer software and database entry expertise
- Excellent customer service skills
- Ability to prioritize projects and adjust to changing prioritization
- High level of organization; accurate and efficient; attention to detail
- Team player and effective work practices under pressure while meeting all applicable deadlines
- Greek membership and/or experience preferred

Computer Skills

To perform this job successfully, an individual should have knowledge of Internet software, electronic mail software (Outlook), word processing software (Word), membership database software (iMIS), presentation and data software (PowerPoint and Excel), applicant tracking system (Jobvite), as well as ability and interest to quickly learn Sorority's proprietary reporting, training and volunteer management software programs.

Location

This position is based at Gamma Phi Beta Sorority Headquarters in Centennial, Colorado. Remote employment will not be considered.