



MONTANA LEGAL SERVICES ASSOCIATION

Position Title: Human Resources Manager
Location: Helena, MT

The Human Resources Manager works with the Executive Director to lead and direct the routine functions of Human Resources (HR) at the Montana Legal Services Association, including, but not limited to, managing the hiring of staff, administering benefits and leave, and enforcing MLSA personnel policies and practices. Travel both in and out of Montana is required as needed.

Responsibilities

- Nurture a positive working environment by implementing a supportive HR strategy in alignment with MLSA's core values and mission.
- Maintain the compensation plan and benefits program.
- Procure competitively priced employee health, dental and vision insurance coverage on an annual basis.
- Act as the primary point of contact for personnel issues; bridge management and employee relations by addressing demands, grievances or other issues.
- Assist in the development and revision of personnel policies and procedures.
- Coordinate recruitment, hiring, and retention activities.
- Manage onboarding and exiting of personnel.
- Coordinate professional development opportunities and organize training for supervisors, including assisting in the coordination of MLSA's all staff meeting.
- Support and coordinate MLSA internal communication initiatives.
- Oversee and manage MLSA's performance evaluation system and merit bonus program.
- Maintain knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law.
- Other duties as assigned by the Executive Director.

Requirements

- Bachelor's degree in Human Resources, Business Administration or related field required.
- Background in non-profit human resources preferred.
- A minimum of 3 years of human resource management experience preferred.
- Excellent organizational skills and attention to detail.
- Excellent active listening, negotiation, conflict resolution, and presentation skills.
- Strong analytical and problem-solving skills.
- Competence to build and effectively manage interpersonal relationships at all levels.
- In-depth knowledge of labor law and human resources best practices.
- Proficiency with technology including the Microsoft Office Suite and video-conferencing platforms.

MLSA is an equal opportunity employer and we consider the diversity of our staff to be vital to our organization's success. We strongly encourage and welcome people of all cultures, races,

educational backgrounds, life experiences, socio-economic classes, sexual orientations, ages, genders, and physical abilities to apply.

Salary: \$55,000 - \$65,000, DOE. MLSA offers an attractive benefits package, including health, dental, vision, and life insurance, retirement and educational loan repayment assistance.

To Apply: Send a letter of interest, resume, and a list of three professional references by email to hr@mtlsa.org.

Submission Deadline Screening of applicants will begin immediately. The priority deadline for applications is October 8, 2020, and the position will remain open until filled.

[https://montanalegal.sharepoint.com/sites/Shared Files/Shared Documents/Documents/Administrative/Personnel/Job Postings/All 2020/HR Manager/HR Manager Job Description.docx](https://montanalegal.sharepoint.com/sites/Shared%20Files/Shared%20Documents/Documents/Administrative/Personnel/Job%20Postings/All%202020/HR%20Manager/HR%20Manager%20Job%20Description.docx)