

Human Resources Manager/ Executive Assistant to the President

Supervisor: Right to Life of Michigan President

Objective: Manage the overall provision of Human Resource services, policies and programs, including benefits administration. Serve as the Executive Assistant to the RLM President, managing her calendar and other administrative responsibilities.

Responsibilities:

1. Handle recruiting for the organization. This includes, but is not limited to, drafting (as needed) and submitting/posting employment ads, arranging and assisting with employment interviews, verifying references/employment of potential hires.
2. Onboard new employees and carry out employee orientation.
3. Handle scheduling and paperwork for employee reviews, promotions and salary adjustments.
4. Assist management of employee termination/discipline; employee reviews; update job descriptions annually.
5. Evaluate, implement, and maintain employee compensation and benefits package.
6. Oversee benefits administration including open enrollment working with insurance broker to provide options for President to review and providing information for staff as requested.
7. Personnel issues: Mediating discussions, addressing performance issues, handling behavior concerns.
8. Assist in designing any new office policies or revise, as requested by the President, existing policies.
9. Implement policy development and documentation.
10. Ensure documentation/maintenance of staff personnel files.
11. Liaison between RLM staff and outside computer vendor (Specialized Computer Solutions).
12. Assist RLM President in daily activities, including managing the President's calendar.
13. Manage President's briefing book and other administrative duties.
14. Prepare and mail RLM Board and Endowment Fund materials.
15. Maintain files: HR, RLM Board, Endowment Fund, President's mailings, etc.

This job description is not intended to be all inclusive and the employee may be asked to perform other reasonably related business duties as assigned.

Qualifications:

1. Computer, communication and organization skills.
2. Accounting aptitude.
3. Ability to work in a fast-paced environment, adapting to changing situations, meeting challenges and dealing with staff issues/concerns.
4. Knowledge of personnel procedures, insurance/benefit packages, etc.
5. Managerial capabilities/experience.
6. Maintain confidentiality, trustworthy.

Commitment: This individual must be committed to the prolife philosophy of RLM with a willingness to maintain current education on prolife issues and matters. Evening and/or weekend work may be required.

Training & Preparation: This individual will receive adequate training upon hire and direction from appropriate advisers and training in basic organization skills and RLM projects.

Evaluation: With newly hired individuals, an evaluation will be conducted after the first three months are completed; thereafter, an evaluation once a year by the RLM President.

Please note: This is a full-time position with benefits package. Candidates must send cover letter with resume (PDF documents) to be eligible for consideration. Please e-mail to Office Manager at careers@rtl.org or mail to: Office Manager, Right to Life of Michigan, PO Box 901, Grand Rapids, MI 49519 – 0901.