



Human Resources & Office Manager

Location: New York, NY (Harlem)

Type: Full Time, Exempt

About StreetSquash

StreetSquash was founded in Harlem in September 1999 as the second squash and education program in the United States. A comprehensive youth enrichment program, StreetSquash combines academic tutoring, squash instruction, community service, college preparation, leadership development, and mentoring for young people ages 11-24. What began as an after-school program with 24 middle school students and two staff members has expanded to serve upwards of 500 participants from 6th grade through college graduation and entry into the workforce. Learn more about us at www.streetsquash.org.

About the Position

The Human Resources-Office Administrator is a dual role involving the full spectrum of human resources and office administrative responsibilities of StreetSquash. This role is responsible for performing HR-related duties on a professional level in the following HR functional areas: employee relations, performance management, onboarding, policy implementation, recruitment/employment and employment law compliance. The office administrator component of this position is responsible for overall office activities, managing IT, overseeing insurance renewals, large purchasing requests and facilities, and management of the building.

The ideal candidate will be a self-starter who is just as comfortable working autonomously as with a team. This candidate should be culture-focused, bringing enthusiasm to the office and offering up new ideas and programs.

Position Responsibilities

HR

- Administers various human resource plans and procedures for all company personnel.
- Assists in the development and implementation of employee handbook and personnel policies and procedures in conjunction with senior management.
- Serve as liaison to Trinet, StreetSquash's PEO, who oversees payroll and benefits and provides counsel on all HR and compliance matters.
- Conducts recruitment efforts, including new-employee orientations.
- Maintain a positive and creative day-to-day office environment, facilitating open communication and teamwork.
- Handles employee relations and exit interviewing.
- Recommends new approaches, policies, and procedures to effect continual improvements in the efficiency of the department and services performed.
- Maintains compliance with federal and state regulations concerning employment.
- Monitor and track employee leave and vacation requests.
- Oversee payroll for PT employees.

Office Administration

- Ensure the effective daily operation of the StreetSquash office in Harlem.
- Serve as the point person for all administrative issues.
- Ensure insurance coverage for all areas of StreetSquash's activity, including liability, workers' compensation, event insurance, and certificates of insurance for vendors and contractors.
- Liaise with external IT support to create and maintain a working and secure computer network
- Manage internal calendars, including staff PTO, program closures, and professional development scheduling
- Manage internal email system, including adding and deleting users and advising on email best practices
- Assess and advise on organizational efficiencies, including performing peer research to determine ways to improve existing systems and maximize resources

Liaise with External Organizations

- Complete surveys and manage any other data requests from outside sources
- Serve as a support to the Executive Director and Program Director in coordinating logistics for large events and summer programs and as needed

Requirements

- A bachelor's degree in a related field
- Five to seven years' combined human resource and office administration experience preferred
- Working knowledge of office processes and Salesforce

Qualifications & Experience

- A commitment to work from a strength-based, youth and family development perspective
- Drive for success in efforts to achieve organization and departmental goals
- Solid organizational abilities, including planning, program development and task facilitation
- Able to understand program data and the purpose of its usage

Commitment: StreetSquash values long-term, deep, impactful work with students. It takes years to cultivate relationships, and staff retention is a critical component of organizational success. This is not a transitional role or a temporary stepping stone. Candidates should be prepared to commit for the long haul, just as we are committed to supporting our staff to develop and grow.

Compensation & Benefits: StreetSquash offers competitive compensation commensurate with experience. Salary is \$80-\$90k. Full benefits include employer-supported health coverage, monthly MetroCard or equivalent transit stipend, monthly cell phone stipend, FSA, paid federal holidays, 20 days of paid vacation (accrued), plus the week between Christmas and New Year's, 40 hours of sick time, three personal days (after the first 90 days), and 401k contributions (after three months of employment).

Application Process: Interested candidates should send a resume and cover letter to jen@streetsquash.org with Human Resources & Office Manager Position in the subject line.

Only complete applications will be reviewed, and only shortlisted candidates will be contacted. Final applicants will be requested to consent to a pre-employment background check and employment verification. A background check is required to extend a job offer.

StreetSquash is an equal-opportunity employer with a commitment to diversity. We encourage all qualified applicants to apply. No knowledge of squash is necessary for this position.