

**Cincinnati Youth Collaborative (CYC)**  
Corporate Office: 301 Oak Street, Cincinnati, Ohio 45219

## **Job Description**

**Position Title:** Human Resources Manager  
(Part-time approx. 10-15 hours/week – Set Office hours and flexible hours)

**Reports to:** Jane Keller, President & CEO

**Background/Position Summary:** CYC Human Resources provides all aspects of HR support to the organization and leadership team. Includes participation on leadership team, employee/leadership development, action planning and strategy development. Additionally, includes recruiting, onboarding, benefits administration and management of HR processes and systems. Provides management of any HR related projects. Works closely with Finance Manager.

## **Essential Job Functions, Duties & Responsibilities:**

Manage employee transactions:

- Hiring new employees
- Exiting employees
- Benefits administration

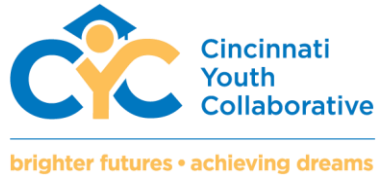
Manage Human Resources Process management

- Annual Culture Survey and action planning (incl. team participant)
- Salary surveys, analysis and range recommendations
- Annual Performance Management System
- Annual Bonus allocations
- Succession Planning

Manage Employee Performance in partnership with managers

Participate in organization strategy development efforts with Leadership Team

- Organization design and staffing
- Organization priorities
- Organization Key Measures
- Participate in Leadership/Executive meetings:
  - Executive Leadership Meetings (2x month)
  - 1:1 meetings with President/CEO
  - Quarterly meetings with Executives
  - Leadership Lean-In Meetings (1x month)
  - All-Staff Meetings (every other month)



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**Knowledge, Skills & Abilities:**

- Strong leadership and management skills
- Excellent relationship skills
- Organized, able to prioritize, meet deadlines and multitask
- Strategic thinker with ability to develop and execute strategies successfully
- Exceptional communication and presentation skills
- Values workplace diversity
- Passion for CYC's mission and values

**Qualifications**

- Bachelor's Degree in Human Resources or related field
- A minimum of 5 years Human Resources experience
- Experience with Non-Profit organizations preferred
- Experience in leading Human Resources Systems development and execution
- Proven ability to work with Organization Leadership

**To Apply:** Qualified interested candidates may apply in confidence by submitting cover letter, resume, and salary range, as well as completion of the online application (<http://www.cycyouth.org/employment-opportunities/>) to:

Janet Ziegler  
Human Resources  
[hr@cycyouth.org](mailto:hr@cycyouth.org)

CYC is an Equal Opportunity Employer