

## HR Advisor

Rate: \$25-28/hr

Schedule: Saturday through Wednesday

Employment Classification: Full-Time Regular

Positions Available: 1

Reports to: Assistant Director of People & Culture

The Horticultural Society of New York (The Hort) seeks an HR Advisor to work specifically with our workforce development participants in Public Space positions. Part of a three-person Human Resources team, the HR Advisor will focus on the development of participants' core skills to support their potential career growth. The ideal candidate is self-motivated, can work independently, and is able to meet participants where they are in various stages of life.

The mission of The Horticultural Society of New York is to improve human lives through horticulture. Our social service and public programs create green spaces in all neighborhoods as a vital part of social infrastructure, train people for jobs that grow and sustain green communities, and develop fresh approaches to improve New Yorkers' health, well-being, and environment through horticulture.

### **Responsibilities:**

#### *Human Resources*

- In partnership with the HR team, facilitate orientations and re-orientations for new staff
- Support performance related conversations
- Coach staff individually and in group settings to develop core skills
- Visit worksites to check in on crews, drop off materials, provide additional support
- With HR team, develop Hort newsletter, circulate HR roundups, support Town Halls and brainstorm other ways to develop community
- Serve as first point of contact for employee questions and concerns, answer employee questions.
- Appropriately redirect questions as needed.

#### *Recruitment + Hiring*

- Coordinate and develop recruitment process and schedule
- Maintain ongoing relationships with community organizations regarding recruitment
- Identify opportunities for professional development
- Track applicants through Indeed and internal tracking system
- Phone screen, interview, and conduct reference checks for candidates
- Represent The Hort at job fairs
- Perform other duties as assigned

### **Required qualifications:**

- Ability to work a Saturday through Wednesday schedule
- Experience working with individuals who have faced barriers to employment
- Ability to handle sensitive information with the highest level of confidentiality
- Bilingual English/Spanish
- Excellent communication skills both written and verbal
- Background in workforce development
- Highly organized and able to work independently while managing multiple projects at once
- Comfort traveling throughout NYC via public transportation
- Proficient in Microsoft Office suite
- Experience with recruitment
- Working knowledge of employment laws
- Experience with Paychex or similar payroll processing system
- Able to maintain confidentiality to the highest degree
- **All employees must be fully vaccinated against COVID-19 prior to their start date**

### **Physical Requirements**

- Comfort working on a computer for prolonged periods of time
- Comfort traveling across NYC using public transportation

### **Benefits**

The Hort offers all Full-Time regular employees a generous Paid Time Off package, termed Life Insurance Policy and Employee Assistance Program. Pre-tax benefits include transit, Flexible Spending Account, medical, dental, and vision insurance.

### **How to Apply**

To be considered please email a thoughtful cover letter and resume to [jobs@thehort.org](mailto:jobs@thehort.org) with "HR Advisor" in the subject line. Incomplete applications will not be considered. No phone calls.

*The Hort is committed to workplace diversity and inclusion. It is an equal opportunity employer and does not discriminate on the basis of race, ethnicity, age, religion, gender, marital status, sexual orientation, disability, veteran status, political orientation or any other characteristic protected by federal state or local law.*

*We provide reasonable accommodations to qualified individuals with disabilities to enable them to perform the essential functions of the job. Reasonable accommodations are also available for these*

*individuals during the hiring process. Please email [jobs@thehort.org](mailto:jobs@thehort.org) should you require a reasonable accommodation during the hiring process.*