



New Haven Legal Assistance Association Seeks Human Resources Manager

About New Haven Legal Assistance

New Haven Legal Assistance Association (NHLAA) is a legal aid organization, founded in 1964 in the midst of the Civil Rights movement. We were established on the principle that everyone, regardless of race or income, should have equal access to the justice system. We work side by side and in relationship with the community in order to lift up our clients' voices and achieve racial, economic, and social justice. NHLAA serves clients living in 22 cities and towns in the Greater New Haven and Lower Naugatuck Valley communities.

About the Position

NHLAA seeks a Human Resources Manager to work with the Executive Director to support LAA's workplace culture that is welcoming, energizing, and empowering to employees of all identities, communities, and experiences. The HR Manager will be responsible for the day to day HR functions of NHLAA, including encouraging staff participation in professional development, coordinating hiring and onboarding of new staff, maintaining strong internal communications across the organization, compliance with state and federal employment laws, maintaining personnel files and the employee handbook, working with NHLAA's unions, and coordinating staff events.

Duties

- Ensures NHLAA is in compliance with state and federal employment laws.
- Responsible for maintaining and updating NHLAA's policies and procedures manual.
- Administers and ensures compliance with the collective bargaining agreement and supporting NHLAA's Management team in the collective bargaining process
- Provides support and technical assistance to NHLAA's management in addressing employee relations issues such as performance management, employee investigations, and disciplinary matters.
- Coordinate NHLAA's staff gatherings and celebrations.
- Design an internal communications system that encourages feedback.
- Collaborate with the Executive Director to identify training and professional development needs for NHLAA staff.

Qualifications:

- Master's Degree in Human Resources Management or a related field strongly recommended
- 5-10 years of human resources management experience
- Ability to work collaboratively with others and to develop strong, professional relationships with staff

- Familiarity with employment law
- Exposure to the legal field or working with lawyers
- Experience working with collective bargaining units
- Energetic and committed to legal aid mission
- Organized and accountable
- Takes initiative and works independently
- Sound judgment
- Good communication skills

Location

- NHLAA's primary office is located in New Haven.

Timeline

- The position will begin in May 2025.

Compensation

- The salary range will be \$95,000-110,000. We offer generous benefits, including a 403(b) retirement plan; health, dental, vision, and short term disability insurance; sick leave; vacation; and most observed state and federal holidays.

Application Instructions

- Please send a cover letter, resume, writing sample, and list of at least three references to Employment@nhlegal.org. NHLAA invites all applicants to include in their cover letter a statement about how your unique background and/or experiences might contribute to the diversity, cultural vitality, and perspective of our staff and legal services practice.

It is the policy of New Haven Legal Assistance to provide equal employment opportunity (EEO) to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, or any other characteristic protected by federal, state or local law.