

Human Resources Specialist

The Organization

Since 1983, Piedmont Housing Alliance’s mission has been to create affordable housing opportunities and foster community through education, lending, and development. Piedmont Housing has been a regional leader in developing multi-family housing with the twin goals of 1) creating and preserving sustainable, affordable apartment homes, and 2) building communities with responsive community management, intentional resident engagement, and robust resident services. As a CDFI and a HUD-certified Housing Counseling agency serving both urban and rural struggling renters and aspiring homebuyers, Piedmont Housing also provides financial education and counseling as well as down payment assistance to income-qualifying clients.

Today, a two-fold urgency compels our growth trajectory. We work amidst a regional housing crisis with rapidly escalating housing costs placing undue burden on low-wealth families. Relatedly, there is a critical need to redress the historical economic, social and educational barriers faced by these same families. Our Board and staff are concerned with redressing the historical racial barriers in housing, and the resulting inequities in financial assets, wealth, and homeownership carried down across generations. We believe that Piedmont Housing – as a nonprofit housing organization expanding access to homeownership, household financial capacity, and affordable housing – is uniquely situated to address racial equity in housing and community-building across the region.



Friendship Court community gathering; photo by Eze Amos

The Opportunity

The new Human Resources Specialist will join Piedmont Housing at a pivotal moment in the organization's growth in a role of significant influence. The HR Specialist will serve as a key figure supporting staff, strengthening professionalism, and helping craft hiring practices for a nonprofit organization in the midst of significant growth, both in scope and staffing. We are navigating embracing change constructively.

The Human Resources Specialist will rely on wisdom and practical skills to inform staff support structures focused on teamwork, collaboration, accountability, and refining the current infrastructure. The complexity of Piedmont Housing's work requires a HR Specialist who engages challenge as an opportunity to innovate and strengthen systems, so that the challenges naturally arising from constant growth and change advance both the mission and the work.

Ideal Candidate

Piedmont Housing Alliance's new Human Resources Specialist is passionate about the organizational mission, bringing optimism and enthusiasm to the mission-driven work of positively and equitably impacting low-wealth families throughout the region.



High emotional intelligence is essential for this role. The ideal candidate is an effective and confident communicator and relationship builder. The HR Specialist's responsibilities will touch every level of the organization; strong emotional and cultural intelligence is crucial to engage staff compassionately and respectfully.

The ideal candidate calmly navigates in a dynamic and fast-paced, rapidly evolving environment. Decisive and positive, the ideal candidate is a creative problem solver who listens actively. The ideal candidate is detail oriented, yet possesses the agility and level-headedness required to manage unforeseen circumstances.

Insightful and innovative, the ideal candidate is a true partner to the staff. Defining personal characteristics include professionalism, warmth, empathy, approachability, emotional intelligence, humility, flexibility and adaptability. A strong work ethic, sense of humor and deep respect for the dignity of all humans are essential in this role.

Balancing both humility and the drive to have positive impact, the ideal candidate embraces the servant-leader spirit.

Qualifications + Requirements

The successful candidate will possess:

- Strong knowledge of human resources practices, federal and state employment laws including but not limited to FLSA, EEO, ADA and FMLA.
- Work independently and flexibly, applying sound judgment to all decisions and matters
- Confidential and ethical conduct in all interactions and activities
- Ability to handle complex employee matters and effectively manage disciplinary concerns and conflict
- Sound technology skills including web-based applications, Microsoft Excel, Word and PowerPoint; create and download HR reports
- Ability to write communications, policies, job postings
- Knowledge of recruitment and job selection methods
- Knowledge and skill with managing pay rates, payroll processing, including application of leave and overtime rules
- Self-motivated, with a dedication to keeping up-to-date technically, learning new skills quickly, and applying new knowledge to the job.
- Some college or BS degree, or the equivalent in related HR experience
- 3+ years' experience in a core HR function work in a smaller organization
- Considerable experience in recruiting or employee relations
- Demonstrated ability to work independently as a one-person HR function
- Reliable transportation to and from work, including off site events.
- Ability to successfully pass a background check and other pre-employment screening.



Piedmont Housing Alliance staff; photos by Amanda Chandler



Mr. Green (resident)



To Be Considered

Interested candidates should email a cover letter and resume to careers@piedmonthousing.org by **March 6, 2020**. Interviews with strong candidates will be scheduled on a rolling basis.

Piedmont Housing Alliance is an Equal Opportunity Employer. We are committed to building a team that uplifts and values inclusive policies and equitable practices. Candidates of all races, ethnicities, nationalities, religions, genders, sexual orientations, ages, and abilities are encouraged to apply.

Salary + Benefits

Salary range for this position is \$45,000 to \$60,000, based on skills and experience; benefits include medical insurance, dental insurance, disability and life insurance, 403(b) retirement plan with company contribution and matching, employee assistance program, and professional development opportunities.