



NursesMC™

Human Resources Manager

NursesMC Overview:

Nurses Middle College (NursesMC) was established in 2011 to address the critical nursing shortage and ensure a diverse healthcare workforce is prepared to improve health equity outcomes. The flagship school in Providence, RI, has garnered national and international recognition for its innovative model, outstanding student achievement, and community impact. NursesMC students benefit from a rigorous college preparatory curriculum, healthcare internships, entry-level patient care certifications, and the opportunity to earn up to 16 transferable college credits. Since its inception, the network has expanded to Albany, NY (fall 2023) and plans to open in Nashville, TN (fall 2025). NursesMC operates as a non-profit Charter Management Organization, with its network schools functioning as separate 501(c)(3) entities working collaboratively under the NursesMC model, mission, and vision.

Position Overview:

NursesMC is seeking a dedicated and experienced Human Resources Manager to lead the HR function and support the organization and its network of schools. The HR Manager will oversee various human resources functions, including recruitment, onboarding, employee relations, benefits administration, and compliance with organizational policies and labor laws.

Essential Duties and Responsibilities:

- Lead the development and implementation of HR policies and procedures to ensure alignment with organizational goals.
- Oversee the onboarding and offboarding processes for all employees, ensuring a smooth transition for new hires and departing staff.
- Manage recruitment efforts, including job postings, screening resumes, conducting interviews, and selecting candidates.
- Develop and facilitate new employee orientations, ensuring the completion of all onboarding paperwork and training.
- Coordinate employee training programs and manage performance management processes to enhance employee development.
- Address employee inquiries and provide guidance on HR-related issues, fostering positive employee relations.
- Oversee payroll processing and benefits administration, coordinating with providers and brokers to ensure compliance and effectiveness.
- Maintain accurate personnel files and HR databases, tracking employee attendance, leave, and performance.
- Prepare and submit HR reports as required, analyzing data to inform strategic decisions.
- Lead HR projects and initiatives to enhance employee engagement and overall organizational effectiveness.

Qualifications:

- Bachelor's degree in Human Resources, Business Administration, or a related field.
- 5+ years of experience in an HR role, with at least 2 years in a managerial position.

- Strong understanding of HR principles, practices, and employment laws.
- Experience with ADP or similar HR software.
- Knowledge of payroll processes and systems.
- Proven ability to develop and implement onboarding and offboarding procedures.
- Familiarity with maintaining employee files and records.
- Experience coordinating with benefits providers and brokers.
- Recruitment and talent acquisition experience.
- Strong organizational and process management skills.
- Ability to handle employee relations issues and provide guidance.
- Knowledge of HR laws and regulations.
- Excellent communication and interpersonal skills.
- Experience working in a startup or fast-paced environment is a plus.

What We Offer:

- Competitive salary (\$85,000.00 - \$95,000.00) and benefits package.
- Opportunities for professional development and growth.
- A supportive and collaborative work environment.
- The chance to make a meaningful impact on students and the future healthcare workforce.

How to Apply:

Interested candidates should submit their application on [Indeed.com](https://www.indeed.com).

Application Deadline: October 25, 2024, for priority consideration

Additional Information:

NursesMC is an equal-opportunity employer and encourages candidates from all backgrounds to apply. We celebrate diversity and are committed to creating an inclusive environment for all employees.

Job Type: Full-time

Work Location: Hybrid - (3) days in person at our Rhode Island location and (2) days remote.