Human Resources Manager

Who are we? NILP is a rapidly growing, nonprofit agency who assists persons with all types of disabilities who wish to live independently in their community throughout Northeast Massachusetts. NILP provides five core services of Advocacy, Peer Counseling, Information and Referral, Independent Living Skills Training, and Transition. NILP believes in consumer control and self direction and provides these services with the knowledge that persons with disabilities are the best determinants of their needs and goals.

Position Overview: The Human Resources Manager is responsible for leading the routine functions of Human Resources including the recruiting process, benefits, leaves, and polices and procedures.

What you will be doing:

- Serve as a Human Resource lead to the managers on employee relations and performance management issues and provide support and education on HR policies and practices.
- Manage the employee recruitment, hiring and onboarding.
- Manage the benefit administration with current and renewal plans for annual Health and Dental Insurance, Health Reimbursement Account, Life and Disability Insurance, 403B Retirement Plan, and other employee leave benefits.
- Review, tracks, and documents compliance with mandatory and non-mandatory trainings.
- Provide HR support to employees in relation to absences and health issues, conduct and capability, organizational change, and policies and procedures.

Who we are looking for?

- Bachelor’s Degree in Human Resources or a related field. May be substituted with equivalent experience as a person living with a disability
- 5 years of Human Resources experience preferred
- Preference will be given for persons living with a disability or with significant personal experience with disability

The Northeast Independent Living Program, Inc. is an equal opportunity employer and encourages persons with disabilities, women, and persons of color to apply for this position.