



Keeping families close®

### Brief Description of Organization:

Ronald McDonald House Charities New York Metro (RMHC NYM) is a not-for-profit 501(c)(3) organization that focuses on the critical needs of children by operating programs that provide families with access to pediatric healthcare on Long Island and allow the family unit to remain together during the stress and uncertainty of a medical crisis.

### Position Overview:

At RMHC New York Metro, we have a culture of gratitude, fun, collaboration and compassion. The HR Manager must be exceptionally talented, driven, organized, and most importantly passionate about people and helping other's succeed.

This position will work with the CEO and the Senior Leadership Team (SLT) to develop and execute a people strategy in support of the overall business plan and strategic direction of the organization, specifically in the areas of DEI, succession planning, talent management (employees and volunteers), change management, organizational and performance management, training and development, and compensation. This leader will grow our team by articulating the people needs and plans, identify top talent, train and develop employees in their professional journeys, and serve as a true organizational strategic partner to the SLT.

### Education, Experience, Knowledge & Skills:

- Bachelor's degree in Human Resources, business, or related field
- Excellent people skills and a passion for HR
- 2-5 years experience in HR related field
- Excellent written and verbal communication skills
- HR knowledge and basic understanding of employment laws in New York.
- High attention to detail, self-starter who enjoys a challenge and can manage confidential situations and information with integrity.
- Strong computer skills, flexible and able to manage multiple tasks simultaneously.
- Strong listening skills, and the ability to work in a team environment.
- Demonstrates objectivity, fairness and tact.

### Salary:

Commensurate with Experience.

### To Apply:

Please send COVER LETTER AND RESUME to [employment@rmhcny.org](mailto:employment@rmhcny.org). No phone calls please.

RMHC NYM offers a competitive compensation and benefits package, including employee health benefits, a matched 403 (b) plan, life insurance, disability insurance, flexible spending account, generous paid time off and professional development opportunities. Must be able to successfully pass a background check. EOE.

The above information in this description has been designed to indicate the general nature and level of work performed by employees with this level of responsibility. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees in this position.