

Human Resources Specialist

The Erie County Bar Association Volunteer Lawyers Project (VLP) seeks a full-time HR Specialist to work for our law office in Buffalo, NY which provides free civil legal services to low-income people.

We have two offices, one in Buffalo, NY and the other in Batavia, NY. *This position will work primarily out of our Buffalo, NY office with intermittent travel to the Batavia, NY Office. This position also has the ability to work a hybrid remote/in-office schedule after the successful completion of the 3-month introductory period.*



Duties/Responsibilities:

This position will report directly to the HR Manager. They will collaborate with the HR Manager to ensure that all Human Resources goals and objectives are achieved.

- Conduct employee onboarding and help organize training & development initiatives
- Provide support to employees in various HR-related topics such as leaves/benefits/policy questions, etc.
- Promote HR programs to create an efficient and conflict-free workplace
- Assist with employee complaints and concerns
- Assist in development and implementation of human resource policies
- Enhance job satisfaction by resolving issues promptly, applying new perks and benefits, and organizing team building activities
- Assist with preparation of job postings and job descriptions
- Assist with compliance for NYS and Federal Laws
- Active member of VLP's diversity and workplace safety committees
- Maintains confidentiality
- Other duties and responsibilities may be assigned

Requirements/Skills - Required:

- Bachelor's degree
- 1-2 years experience in human resources
- experience with Microsoft Office 365 (Word, Excel, Outlook, SharePoint)
- the means and willingness to travel to our Batavia office and local events (a driver's license and regular access to a vehicle is required)
- quick learner
- ability to multitask
- excellent organizational skills
- ability to work independently and as part of a team

TO APPLY: Please send a resume and a cover letter clearly explaining your interest and qualifications. Include contact information for 3 references and send your materials to: Lauren Dietterich, HR Manager, ECBA Volunteer Lawyers Project, Inc. at ldietterich@ecbavlp.com. **We will be accepting applications until the position is filled.**

Salary/Benefits:

- **Salary** ranges from \$45,000 - \$55,000 based on years of relevant work experience

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- **Employer paid benefits** including fully paid health insurance premiums, a Health Reimbursement Arrangement account, long-term disability insurance, life/AD&D insurance, Pension contributions, and an Employee Assistance Program
- Other Benefits available through pre-tax employee contributions: Dental insurance, FSA, Dependent Care FSA, transportation account, 403b plan
- Eligibility for public service loan forgiveness
- A respectful work environment with a true **Work/Life balance**:
 - 14 paid holidays
 - 11 vacation days and 2 personal days in year 1
 - 15 vacation days and 4 personal days in year 2 (vacation caps at 23 days starting in year 6)
 - 10 sick days each year
 - 1 hour paid lunch if working more than 4.5 hours each day
 - flexible schedules
 - ability to work remotely up to 2 days per week (after the successful completion of the 3-month introductory period)
 - discourages weekend work, encourages utilizing PTO
 - dedication to diversity and inclusion

VLP is an equal opportunity employer and welcomes all to apply. Employer recruits without regard to age, race, color, creed, religion, national origin, immigration or citizenship status, pregnancy-related condition, predisposing genetic characteristics, sex, gender identity or expression, sexual orientation, marital and familial status, domestic violence victim status, disability, military status, or protected veteran status.

Proof of COVID-19 vaccination is required unless the individual qualifies for a reasonable accommodation as required under the Americans with Disabilities Act, Title VII of the Civil Rights Act of 1964, the New York State Human Rights Law and/or guidance from the Equal Employment Opportunity Commission. VLP may grant requests for reasonable accommodations to this requirement on the basis of disability or sincerely held religious beliefs.