



**Title:** Human Resources Leader  
**Job Location:** All Stars Project of New York, National Staff  
**Status:** Full Time Non-Exempt  
**Reports to:** Chief People Leader

*Are you looking to have a direct **impact from your work**?  
Are you passionate about **human development and social justice**?  
Do you want to work in a **creative environment** where you'll be challenged and inspired?*

*Join All Stars Project and take part in a national movement to engage poverty using an innovative performance-based approach that creates a sense of belonging for young people.*

### **Job Summary**

The Human Resources Leader is a key team member in identifying, interviewing, onboarding and supporting the national All Stars Project staff. The HR Leader coordinates human resource activities in the areas of recruitment, onboarding, employee relations, training and development, performance management, compensation, and benefits. This position requires excellent communication and administrative skills. The ideal candidate will be a good communicator, energetic, entrepreneurial, and interested in attracting, developing, and retaining talented employees.

### **Job Responsibilities**

#### *Recruitment & Hiring*

- Create and update job descriptions and recruitment plans.
- Post open positions on internal and external websites, screen resumes, and conduct candidate interviews
- Schedule and produce interviews with hiring managers
- Extend job offers and conduct new hire orientation meetings.
- Coordinate onboarding of new employees.
- Coach and support staff members regarding ASP recruiting and hiring policies.

#### *Benefits Administration*

- Manage the administration of all employee benefits. This includes enrollment and termination of coverage, benefit orientation to new employees, open enrollment, and resolving employees' benefit questions.

#### *Performance Management & Staff Development*

- Coordinate mid-year and year-end performance review process for all staff.
- Assist the CPL in developing reports for yearly compensation review. This includes reports for the Compensation Committee of the Board of Directors.

#### *Training and Development*

- Work closely with the CPL on the production of the annual staff retreat.
- Assist the CPL with staff leadership and training plans. This includes scheduling and producing trainings, workshops and meetings for staff.
- Participate in the development and delivery of leadership development programs.

#### *Employee Relations*

- Coordinate the production of activities to strengthen staff engagement, appreciation, and morale building.



- Act as point person for employees who need assistance with any employment or benefit related matters.

#### *Administration*

- Maintain accurate employee records including employment status, payroll, paid time off and benefit enrollment.
- Maintain employee files and records including: Employee Files, HRIS information, I-9 compliance; exit interviews; employment verification.
- Manage inventory of supplies, forms, policy manual, and other HR materials.
- Research and keep current with both state and federal laws relevant to employment policies and/or benefits.
- Maintain up-to-date organizational charts for the organization.
- Respond to additional requests by the Chief People Leader.

#### **Qualifications**

- 2+ years experience in human resources, including recruitment. Excellent interpersonal skills and an ability to initiate communication at all levels of the organization, including senior management.
- Evidence of strong business acumen and excellent communication skills (oral and written).
- Discretion and sensitivity in handling confidential information.
- Excellent organizational and multitasking skills to deliver projects on time.
- Strong computer skills including MS Office, Word, Excel, PowerPoint.
- Understanding of poverty-related issues and a commitment to creating educational and developmental opportunities for inner-city youth in outside of school contexts.
- BS/BA degree preferred.

#### **About All Stars**

The All Stars Project is a rapidly growing national non-profit organization whose mission is to transform the lives of youth and poor communities using the developmental power of performance, in partnership with caring adults. The All Stars Project's afterschool programs include hip-hop talent shows, training in theatre and the arts and programs where we partner with the business community to help young people create a professional performance. Founded in 1981, the All Stars Project is headquartered in New York City, currently operates in six locations across the United States, and reaches 10,000 young people from poor communities each year. All Stars Project is 100% privately funded, primarily by individual donors.

#### **How to Apply**

*Send resume and cover letter along with minimum salary requirements (Word or PDF format only) to [jobs@allstars.org](mailto:jobs@allstars.org).*

*Indicate "HR Leader" in the subject line of your email for fastest consideration. To learn more about All Stars Project, please visit our website at <https://allstars.org/>*