



Human Resources Manager

At the direction of the Director of Human Resources, the Human Resource Manager will lead and manage the routine functions of the Human Resources (HR) department including hiring and interviewing staff, administering pay, benefits, and leave, and enforcing company policies and practices.

Job Requirements

- This position requires a bachelor's degree and minimum of 5 years of relevant experience, or equivalent combination of education and relevant experience.
- Must have prior experience working in a unionized environment, addressing labor relations and grievances.
- Understanding of the Preble Street mission, and positive regard for individuals experiencing homelessness and/or living in poverty.
- High level of knowledge of employment laws, and ability to conduct legal research.
- Expert knowledge of benefits plans and administration and related laws and regulations.
- Demonstrated, exceptional organizational skills, with the ability to manage complex projects.
- Comprehensive understanding of confidential information management, and ability to strictly maintain confidentiality.
- Outstanding problem-solving skills and ability to exercise sound judgement.
- Aptitude for risk assessment and mitigation.
- Ability to communicate respectfully and effectively, orally and in writing, and to prepare clearly-written correspondence.
- Ability to maintain a calm demeanor and to make sound decisions in challenging situations.
- Technical capacity to communicate, document, report and distribute data and information, utilizing information and communications technology as required.
- Human Resources Management Certification and SHRM-CP/SCP or PHR/SPHR strongly preferred.

Compensation and Benefits

- Competitive Salary
- Medical w/100% employer paid option for FT
- Dental w/100% employer paid option for FT
- Vision
- Employer Paid Life, STD, and LTD
- 403(b) retirement plan w/ employer match
- Generous Vacation, Sick and Personal time off package
- 12 Paid Holidays
- Optional supplemental Life, Critical Illness, and AD&D options

To Apply : Please submit an application, cover letter, and resume to humanresources@preblestreet.org Automatically-generated confirmations of receipt will be sent in response to applications sent via email. Only those candidates selected for interviews will be otherwise contacted. *Preble Street, a 501(c)(3) nonprofit agency, has been working since 1975 to provide best practice social services that meet urgent needs and end hunger and homelessness for individuals and families in Maine living in poverty. Operating from seven sites in Portland, Lewiston, and Bangor, Preble Street programs include Street Outreach Collaborative, Maine Medical Center-Preble Street Learning Collaborative, Food Programs, Maine Hunger Initiative, Advocacy, Veterans Housing Services, Logan Place, Florence House, Huston Commons, Teen Services, Anti-Trafficking Services, and Homeless Voices for Justice. Preble Street is an equal opportunity employer that does not discriminate on the basis of race, religion, color, national origin, sex, military status, age, disability, sexual orientation, gender identity, genetic information, creed, citizenship status, or any other characteristic protected by federal, state or local laws. This policy applies to all of Preble Street's hiring practices, and all terms and conditions of employment.*