

High Rocks is a leader in transforming the lives of young people and the impact they have on their communities in West Virginia and beyond. High Rocks is an award-winning non-profit with our main offices in Hillsboro, WV.

The High Rocks team is dynamic and inspiring; team members work together to achieve great results, guide the direction of the organization, represent High Rocks in regional partnerships, tell the story of High Rocks to the world, and build relationships with funders and other partners so that we can provide our programs free-of-charge to young people in West Virginia.

High Rocks offers a generous total compensation package, including a flexible workplace policy, competitive salary, contribution toward health insurance and retirement, five weeks of paid vacation, a beautiful, dynamic, family-friendly workplace, and opportunities for professional growth. High Rocks is an equal-opportunity employer.

Please feel free to reach out to us with any questions about High Rocks or our openings by emailing tiffany@highrocks.org

Human Resources Specialist – High Rocks is a growing organization seeking a Human Resources Specialist. Responsibilities include employee and AmeriCorps recruiting, on-boarding, orientation, training, time tracking, employee benefits, and other HR responsibilities. They will support compliance, workplace safety, and positive employee relations through employee support, development, evaluation, and celebration. They will coordinate our volunteers, including recruitment, orientation and training, and placement. The HR Specialist will provide key support for the Operations Manager as needed. This position will also help with our summer camps in the summer season as support staff.

The Human Resources Coordinator will work with both our business office and our programs to support and grow a strong and full team of paid staff, AmeriCorps members, apprentices, and paid students in both high school and college.

High Rocks operates our transformational programs for young people in West Virginia and beyond with a current budget of \$3+ million, supporting the work of 22 staff, 65 AmeriCorps members, 80 college students, seasonal staff, and 20 additional earning-and-learning workforce trainees via seven major programs and partnerships across the state.

Please consider applying even if you do not meet all of the qualifications but think you would be a strong fit. Training is available.

Salary: \$38,000-\$65,000, depending on education and experience. Based in Hillsboro, WV, this position is full-time, at-will, with eligibility for benefits including flexible workplace, health, vacation, and retirement, and professional development opportunities.

Qualifications:

- Strong communication skills
- Highly organized with strong attention to detail
- Project management experience
- Relationship-building and teamwork skills
- Technology skills, including Microsoft Office, messaging platforms, Salesforce or other database use, and the ability to learn and train on other technology platforms
- Direct Human Resources experience, a plus
- Bookkeeping and/or Quickbooks experience, a plus
- A background check is required since we work with vulnerable populations and Workforce WV. Must be able to pass a drug screening.

Reports to: Operations Manager

To apply: Please send a letter of interest or cover letter, resumé, and references to High Rocks, Attn: Tiffany McClure, tiffany@highrocks.org. All current High Rocks positions are viewable at www.highrocks.org/openings.

High Rocks Educational Corporation is an innovative team environment with a solid mission to educate, empower, and inspire young people in West Virginia.