**HUMAN RESOURCE ASSOCIATE**

**AGENCY DESCRIPTION**  
  
Disability Rights Maryland (“DRM,” formerly Maryland Disability Law Center) a nonprofit legal advocacy organization, is the designated Protection & Advocacy agency for Maryland, mandated under federal law to advance the rights of people with all types of disabilities, of all ages, statewide. DRM is a well-established, healthy, forward thinking organization and a recognized leader in disability rights.

**JOB DESCRIPTION**

The Human Resources Associate will be responsible for human resource management, and some administrative office support duties. This is a full time, 35 hour per week, exempt position. This position will work closely with the organization’s finance team and is supervised by the Director of Finance.

**PRIMARY JOB RESPONSIBILITIES (Human Resources)**

Assist with job search, recruitment, interview and hiring process.

Compile human resource packages for new hires and coordinate new staff orientation.

Compiles exit packages and ensures that exit procedures for departing employees are completed.

Maintain physical and electronic personnel files for staff and volunteers.

Initiate payroll change requests and process paperwork related to employee changes.

Health Insurance: organize and coordinate employee health insurance open enrollment process, employee changes, claims and termination.

Life, ADD & Long Term Disability: enroll and terminate employees, manage claims, review compliance with OSHA requirements and record keeping, and cost of coverage.

Cafeteria plan benefits & flexible spending accounts: manage open enrollment and employee balance reports.

Sick leave bank: administer sick leave bank balance, donations and usage requests.

**PRIMARY JOB RESPONSIBILITIES (Administrative Support)**

Manage equipment and furniture inventory management including new purchases, location changes and disposals.

Coordinate and attend quarterly board meetings, coordinate advisory group meetings.

Prepare weekly bank deposits.

Coordinate weekly tasks with IT service provider and occasionally troubleshoot minor IT issues.

Perform clerical duties including but not limited to photocopying, faxing, mailing, filing, etc.

Assist receptionist and Director of Operations with general office support as needed.

All tasks as appropriately assigned or requested.

**MINIMUM QUALIFICATIONS**

Related associates degree or (4) years of related experience. Bachelor’s degree preferred.

Proficiency with Microsoft Office including Word, Excel, Power Point.

Well organized, able to handle multiple tasks, meet deadlines and work as a team player.

Sensitive to the diverse needs of staff, volunteers and clients of the organization.

Strong ability to maintain discretion and confidentiality with personnel information.

Demonstrated detail focus in work and ability to write clearly and effectively.

**OTHER HELPFUL QUALIFICATIONS**

Experience with Paylocity and QuickBooks is a plus.

Life experience with disability.

Individuals with disabilities, people of color, LGBTQIA+, individuals and others who contribute to staff diversity are especially encouraged to apply. DRM is an Equal Opportunity employer.

Salary range is $40,000 - $50,000 depending on experience. Excellent benefits package. Priority given to applications received by October 30, 2020. Previous hiring was delayed; prior applicants welcome to re-apply.

Send cover letter with salary requirements, resume, and references via email to [Jobs@DisabilityRightsMD.org](mailto:Jobs@DisabilityRightsMD.org) with “Human Resources Associate” in the subject line.