

# Human Resources Consultant

## What you'll be doing

We are looking for an independent, highly organized individual who has a wide range of Human Resources expertise. You will be providing professional consulting services, education, training, and human resources solutions to Trust Members. You must have excellent interpersonal skills, and strong written and verbal communication skills. You must also be detail-oriented, excel at active listening, have strong presentation skills, and have excellent time management skills with the ability to meet deadlines. Finally, you must have an extensive understanding of applicable laws and regulations.

## You will be responsible for

- Performing advanced, specialized, and administrative duties in Human Resources
- Providing Members with valuable advice on human capital management to optimize day-to-day HR processes and implement strategic HR plans and solutions
- Assisting in introducing HR initiatives, practices and principles contributing to the overall success of the Members to achieve efficient and effective HR operations that positively impact the organization
- Providing Members with guidance relative to a wide range of issues involving their workforce, and assisting them in establishing policies and procedures to ensure they are complying with applicable laws regarding their employees
- Preparing and presenting training sessions related to specific HR programs
- Coaching and educating Member HR personnel and providing them with tools to improve their ability to manage people
- Assisting in the evaluation and preparation of HR forms, documents, and records used by the Member such as performance evaluations, job descriptions, recruitment, workers' compensation, employment offer letters, I-9, reference and background investigation reports
- Assisting Members in understanding and implementing programs to comply with various legal obligations pursuant to FMLA, ADA, COBRA, EEO and other related compliance programs

## What you can expect in this role

- Part-time, 21 hours / 3 days per week, Salary
- Hours: 8:30am - 4:30pm, hours may vary based on Member needs
- Location: East Providence, Rhode Island
- Travel required within RI to our Member locations
- Occasional evening work required for special events

## What skills & experience we'll need from you

- Bachelor's degree from an accredited college or university in Human Resources, personnel administration or a related field
- Must possess and maintain a professional certification through SHRM or HRCI
- Must have a significant, progressive and strong background of knowledge of current human resource and labor relations requirements
- Must have strong conceptual, analytical, listening, and writing skills
- Strong computer skills, with proficiency in Microsoft Office

Send Resume to [HR@ritrust.com](mailto:HR@ritrust.com)