



Gateway Domestic Violence Services is searching for a Part-Time Human Resources Specialist!

WHAT WE DO

Since 1979, Gateway shelters have provided caring, comprehensive services and safe shelter to adults and dependent children fleeing domestic violence. Our 24/7 shelters offer licensed counseling, emergency and extended-stay care, and court advocacy services for victims of domestic violence and their families, in Arapahoe County, Colorado.

Working with Gateway provides an opportunity to serve the community and support our mission to prevent and eliminate intimate partner violence through counseling, residential care, and empowering people for social change.

Learn more about us at: <https://gatewayshelter.org/>

THE OPPORTUNITY

Under the supervision of the Executive Director, the HR Specialist will be responsible for supporting our organization's mission through the recruitment and retention of employees, by providing ongoing support on all human relations issues and ensuring our employees have the resources they need to be successful.

The HR Specialist is responsible for recruiting, screening, and arranging interviews for potential candidates, including, managing benefits administration, maintaining employee records, preparing new hire files and forms, updating employee information, and conducting orientation sessions. This position will be responsible for planning activities and providing guidance and direction on all employee performance processes with the goal of increasing employee retention and building a sense of team.

This role is anticipated to work 20 hours per week with a hiring pay rate of \$22 to \$28 per hour based on experience.

As a part-time employee, you are entitled to vacation, sick leave and Gateway recognized holidays on a pro rata basis.

WHAT YOU WILL BE DOING

- Recruiting and onboarding of new employees.
- Managing recruiting efforts of both Exempt and Non-Exempt positions.
- Arranging interviews with appropriate staff and ensuring background checks and references are completed in a timely fashion.
- Preparing offer letters and new hire information.
- Planning and conducting new employee orientation to foster positive attitude toward the organization.
- Maintaining integrity of record keeping for all employees.
- Reviewing and updating job descriptions as needed.



- Staying updated on labor law in Colorado and addresses updates needed in Employee Handbook.
- Implementing procedures to uphold Gateway's values with a focused approach on Diversity, Equity & Inclusion (DEI).
- Participating in the selection of benefits and overseeing benefit enrollment.
- Updating the performance review process.
- Providing guidance on disciplinary issues.
- Reporting payroll information to COPAC payroll services or the Finance & Operations Manager.

WHAT YOU WILL BRING TO OUR ORGANIZATION

- Associate degree in human resources, business or a related field (Bachelor degree preferred). Related work experience will be considered.
- Minimum of two years of experience in Human Resources administration.
- SHRM-PHR desired.
- Familiarity with non-profit management a plus.
- Understanding of the dynamics of domestic violence helpful.

The successful candidate:

- Inspires passion, innovation, and action through transparency in their work.
- Values DEI and advances equity throughout the organization.
- Has a positive attitude and openness to supporting people in crisis.
- Has the ability to work independently with minimal supervision.
- Excellent communication and interpersonal skills.
- Excellent organization and team building skills.
- Able to problem solve and handle sensitive issues.
- Bilingual skills a plus.

Gateway provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, genetics, veteran status, or other legally protected characteristics. In addition to federal law requirements, Gateway complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

Gateway will not discriminate or retaliate against applicants who inquire about, disclose, or discuss their compensation or that of other applicants.

Gateway will consider for employment all qualified applicants with criminal histories in a manner consistent with applicable law.

Gateway expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of Gateway employees to perform their job duties may result in discipline up to and including discharge.



Please send resume to kcarter@gatewayshelter.org. Position open until filled.