

Job Announcement Human Resources Specialist (Part-Time)

About Our Organization

The National Organization for Victim Advocacy (NOVA) is a recognized leader in the victims' rights movement. Since 1975, NOVA has advocated for the advancement and enforcement of victims' rights; championed dignity and compassion for victims and survivors of crime; and promoted the professionalization of victim advocacy.

NOVA is committed to upholding excellence in the field of victim advocacy and crisis response by providing trauma-informed training, education and credentialing to all victim assistance and allied professionals. All NOVA training programs are created to promote a standard of knowledge among those interacting with survivors of trauma and to ensure each survivor receives a level of care and respect that empowers and promotes their wellbeing. This is accomplished through: providing trauma-informed, evidence-based, and accessible educational content; promoting and advocating for inclusive, anti-racist and anti-oppressive practices in victim services, policies and programs; and creating high educational and ethical standards in the victim assistance field.

Position Description and Duties

NOVA seeks a dynamic part-time Human Resources Specialist (20 hours/week) to lead NOVA's Human Resources initiatives. The Human Resources Specialist will oversee all of the day-to-day human resources operations including onboarding/off boarding; recruitment; in-service HR trainings; benefits management; development of HR policies that align with NOVA's mission and commitment to DEI; and enforcement of such policies and practices. The Human Resources Specialist will support NOVA's growing team of over 35 staff located both at NOVA's Headquarters in Alexandria, VA and throughout the United States.

The Human Resources Specialist reports to NOVA's Senior Director of Operations.

Key Responsibilities:

- Perform day-to-day management of all NOVA Human Resources activities including serving as an HR generalist for NOVA's 35 staff members and the leadership team.
- Coordinate all on-boarding and off-boarding of employees including development of position descriptions; recruitment efforts; screening resumes; scheduling and conducting interviews; orientation and onboarding; and facilitation of exit interviews upon an employee's separation from NOVA.
- Collaborate with the leadership team to develop and enhance policies and practices that align with NOVA's mission and commitment to providing employees with a trauma-informed organizational culture that promotes DEI practices, work-life balance, equitable compensation, professional growth, and employee recognition.
- Monitor, assess, and implement strategies to support a positive workplace culture.
- Coordinate trainings on HR related topics including identifying external SME trainers, as indicated.
- Work with the leadership team to develop and administer the semi-annual performance evaluation process and employee feedback survey.
- Coordinate NOVA health benefits and organize open enrollment activities.
- Respond promptly to all employee human resources inquiries including leave/accommodation requests, benefits questions, and other HR policy questions and schedule 1-1 meetings with employees, as requested.
- Work with outside legal counsel and NOVA leadership to monitor the organization's compliance with federal, state and local employment laws and regulations.
- Coordinate and serve as the primary point of contact for outside vendors for payroll, benefits, and other related HR

functions.

- Maintain knowledge of trends, best practices, regulatory changes, and new technologies in human resources and talent management and apply this knowledge to suggest changes in policy, practice and resources to NOVA's leadership team.
- Participate in ongoing professional development provided by NOVA.

Skills and Qualifications:

- Experience as a Human Resources generalist within a hybrid or remote organization with a nationally distributed workforce
- Ability to handle confidential matters using discretion and good judgment
- Extensive knowledge of federal labor laws and multi-state labor laws including reporting requirements
- Experience developing and delivering HR related trainings
- Excellent writing, communication and leadership skills
- Familiarity with best practices in developing trauma-informed organizational policies and practices and knowledge of DEI practices, equitable compensation structures and performance management
- Knowledge and passion for NOVA's mission and victims' rights
- The successful candidate must be detail-oriented and possess excellent organizational skills

Position Details:

- **Location:** This is a hybrid position that requires at least one (1) day per week in NOVA's Headquarters office in Old Town Alexandria, VA.
- **Work Environment:** NOVA strives to offer a flexible, trauma-informed workplace that values personal and professional development.
- **Salary:** Salary is commensurate with experience, with a set part-time range of \$40,000-\$4,000 for 20 hours/week.
- **Employee Benefits** include the following competitive package (*benefits are pro-rated for part-time employees):
 - 90% of an employee and 80% of their dependents' medical, vision and dental coverage
 - Paid time off (5 vacation days, 5 wellness days for new

employees) and 12 paid federal holidays

- ½ day wellness Fridays
- 401K plan with a 4% match and 2% employer contribution
- Paid Parental Leave and Family Leave
- Employee Sabbatical Program

Application Details:

- To apply please email cover letter and resume to resume@trynova.org and add “NOVA Human Resources Specialist” to the subject line.
- Position will remain open until filled. No phone calls please. Due to the volume of applicants, we will only contact individuals invited to interview.
- NOVA values and embraces diversity and equal opportunity and is dedicated to offering welcoming programmatic, attitudinal, and physical environments that enable diverse populations to freely access our facility and its services. People of Color, LGBTQIA+ persons, survivors of violence and women are strongly encouraged to apply. NOVA is committed to providing an inclusive, welcoming and safe environment.