



Job Details

Position: Director of Human Resources and Workplace Culture (Nonprofit Experience)

Reports to: CEO

Schedule: Part- Time

Location: Hybrid schedule (1-2 Days in Office Per Week)
125 S. Elm St., Suite 500, Greensboro, NC 27401.

Travel: Up to 25%

About shift_ed

shift_ed is a 501(c)(3) nonprofit organization whose mission is to boldly accelerate student potential. Our continuum of educational programs spans from kindergarten to career, with initiatives that are evidence-based and equity-minded. We partner closely with Guilford County Schools to provide thousands of hours of tutoring, aptitude assessments, college prep workshops and career exploration programming to students.

Description

shift_ed is seeking a dedicated and experienced HR professional with a background in the nonprofit sector to support our growing team. This part-time contract role will oversee key HR functions, including payroll approval, benefits management, staff evaluations, annual workplace culture retreat, and addressing emerging HR issues. The ideal candidate will have a strong understanding of nonprofit HR operations and be comfortable working in a hybrid environment.

Essential Duties and Responsibilities (include but are not limited to the following):

- Approve and process payroll through the ADP system, ensuring accuracy and compliance with all relevant regulations.
- Manage benefits elections and serve as the point of contact for employee benefits inquiries.

- Oversee employee evaluations input into ADP system, logistics and timing, providing guidance on performance management and professional development.
- Address and resolve emerging HR issues, including employee relations, compliance concerns, and workplace policies.
- Maintain HR records and ensure compliance with all applicable labor laws and organizational policies.
- Collaborate with leadership to support a positive and inclusive workplace culture.
- Provide HR guidance and support for recruitment, onboarding, and offboarding as needed.

Qualifications:

- Bachelor's degree in human resources, business administration, or a related HR-approved major.
- Proven experience in HR within the nonprofit sector.
- Strong knowledge of payroll processing and benefits administration.
- Familiarity with labor laws and HR compliance best practices.
- Excellent communication and problem-solving skills.
- Ability to work independently while collaborating effectively with leadership and staff.
- Experience handling sensitive HR matters with professionalism and discretion.
- Ability to prioritize and manage multiple responsibilities independently.
- Demonstrate superior organizational skills, attention to detail and the ability to meet deadlines.

Apply to : [careers @shift-ed.org](mailto:careers@shift-ed.org)