



**Job Title:** Human Resource Associate  
**Salary Range:** \$40k - \$46k  
**Location:** Downtown Durham and Remote  
**Reports to:** Director of Finance and Administration (DFA)  
**Application Deadline:** May 24, 2022

### **About TLC**

TLC is an accredited and well-respected land trust, having protected 22,000 acres in the rapidly growing Triangle region of North Carolina. Since 1983, TLC has conserved land to safeguard drinking water, support family farms and the local food economy, protect important natural habitat, and connect people with nature. TLC is currently headquartered in vibrant downtown Durham, although most staff are working remotely at least some of the time. This is an exciting time to work at TLC as we are seeing a dramatic increase in use of our public nature preserves and growth in community support for our mission. TLC is doubling the pace of conservation in the Triangle and will conserve 25,000 acres by 2025 as outlined in our [Strategic Action Plan](#).

TLC seeks to attract candidates who support our [mission and values](#) as well as respect and promote excellence through diversity. To this end, TLC recruits, hires, trains, and promotes individuals without regard to color, race, religious belief, sex, marital status, sexual orientation, national or ethnic origin, disability, veteran status, or age. We are seeking candidates that demonstrate diversity of perspective, experience, and culture. We strongly encourage applications from Black, Indigenous and People of Color applicants as well as any applicants who are historically underrepresented in roles like this and in conservation work. To learn more about TLC, please visit our website [www.triangleland.org](http://www.triangleland.org).

We strongly encourage applications from people who have a passion for the work outlined below, even if their professional experience does not align perfectly with the expectations listed. TLC has a generous support system that includes a mix of paid professional development opportunities as well as training and support from fellow staff members.

### **Position Summary**

The Human Resources Associate (HRA) serves as an integral part of the Finance & Administration Department and provides support for talent acquisition, onboarding and offboarding, benefits administration, employee engagement and relations, and is a resource to staff. This is an entry-level position.

### **Essential Duties Include**

#### **Employee Relations**

- Provide support for activities related to federal and state laws and regulations governing human resources practices with the DFA and HR Consulting firm
- Primary administrator of HRIS system, maintaining employee data
- Assist with maintaining and updating the Employee Handbook

- Facilitate performance management reviews tri-annually
- Manage the organization's paid and unpaid leave programs
- Perform periodic audits of HR files and records to ensure that all required documents are collected and filed appropriately, ensure out-of-date records are destroyed
- Convert existing paper files to digital format
- Perform employment verifications and support HR compliance reporting
- Process employee related complaints; assist with investigations
- Track Diversity, Equity, Inclusion and Justice initiatives/metrics with regards to vendors, board, staff, and members

#### Benefits Administration

- Liaison between TLC and health and disability providers/brokers
- Assist with planning and execution of special events such as open enrollment, assist with questions or technical issues as they arise
- Work with DFA to continually improve employee benefits
- Maintain updated benefits information in HRIS system, ensure coverage for active employees

#### Employee Engagement

- Plan and execute virtual and in-person team building events, create organization-wide training and development opportunities
- Monitor employee morale and company culture, alert management to unfavorable trends and recommend solutions
- Draft and coordinate annual employee engagement surveys with Operations Assistant

#### Recruiting / Talent Acquisition / Retention

- Make improvements to recruitment program to deliver the best-in-class candidate experience
- Collaborate with DFA and hiring managers to write and update job descriptions as needed
- Advertise vacancies, monitor and track applicant submissions
- Facilitate hiring process, including creating interview questions, assembling and scheduling interview teams
- Communicate with applicants, review resumes and forward qualified applicants to hiring managers for selection
- Conduct background checks
- Compile and report recruiting and hiring metrics
- Support internship program
- Develop employee retention strategies with metrics and reporting mechanisms
- Develop and implement an employee supervisory and leadership training program

#### Onboarding / Offboarding

- Facilitate New Employee Orientation and the 30-60-90 Day Onboard Plan with DFA, hiring managers, and other staff
- Assist with employee progressive disciplinary procedures
- Schedule and facilitate offboarding activities including exit interviews, retrieving company property, terminating employee from fringe/medical benefit plans, etc.

#### Essential Experience, Technical Skills and Competencies

- PHR or SPHR certification desired but not required; entry level
- Associates or bachelor's degree or minimum of one (1) year of human resources experience

- Ability to handle classified and proprietary company documents and information with the utmost discretion and confidentiality
- Exceptional critical thinking, analytical, problem-solving and organizational skills; the ability to focus on solutions
- Tech savvy, experience with multiple software systems
- Experience in Diversity, Equity and Inclusion training and work and a commitment to seeing how our work can be more equitable and support those efforts.
- Strong written and verbal communication skills
- Ability to work independently with limited supervision as well as collaboratively in an environment that stresses teamwork
- Flexible and able to handle multiple tasks, work with different personalities and manage tight timelines with accuracy
- Project management skills with a strong attention to detail
- A service-oriented mindset with the desire to help others succeed

### **Benefits**

This is a full-time permanent and exempt position.

In addition to salary, employees receive 100% employer paid group medical and dental insurance with a Health Savings Account or Flexible Spending Account, short-term and long-term disability insurance, term life insurance and an Employee Assistance Program. TLC also offers a voluntary 403(b) retirement plan and an employer paid Simplified Employee Plan.

Beyond standard benefits, employees enjoy funding to continually participate in anti-racism work, training and learning, and to pursue opportunities for individual professional development.

Annually, employees receive 11 paid holidays off as well as every other Friday off during the summer.

### **How to apply**

Applications should be submitted via email as a single pdf to [hr@triangleland.org](mailto:hr@triangleland.org) with the subject line "HR Associate Application." The following documents should be included: 1) letter of interest/cover letter, 2) maximum two-page resume, and 3) three professional references. References will not be contacted without notifying you first.

All applicants will receive a confirmation email. If you are selected to move forward, HR will contact you. We do not accept online application submission from Indeed, LinkedIn, or Simply Hired. Please no phone calls, drop-ins, paper submissions or status updates.

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