



5110 North Broadway, Chicago, IL 60640

Phone: (773) 728-3700

Fax: (773) 728-0497

www.hnvi.org

Part Time Human Resource Specialist

About the Organization

Founded in 1976, The Vietnamese Association of Illinois (VAI) is a 501(c)(3) charitable organization that focuses on serving diverse communities of all ethnicities and religions, fostering unity, and promoting Vietnamese American identity.

Since its founding, VAI has served thousands of Vietnamese Americans and other ethnic communities through facilitating resettlement and citizenship, building community, seeking employment, addressing healthcare issues, raising political awareness, providing educational opportunities, addressing multigenerational issues for seniors and youth, establishing and expanding businesses, and strengthening cultural heritage. VAI's current services include adult literacy and civic education instruction, immigration and legal aid, senior in-home care, and youth programs.

About the Role

Job Title: Human Resource Specialist

Reports: Senior Manager

VAI is looking for a committed professional eager to support, guide and manage the overall provision of Human Resources services and policies within the agency.

Job Summary:

The Human Resource Specialist will lead the routine functions of the Human Resources (HR) department including hiring and interviewing staff, administering pay, benefits, and leave, and enforcing company policies and practices.

Supervisory Responsibilities:

- Recruits, interviews, hires, and trains new staff in the department.
- Oversees the daily workflow of the department.
- Provides constructive and timely performance evaluations.
- Handles discipline and termination of employees in accordance with company policy.

Duties/Responsibilities:

- Partners with the leadership team to understand and execute the organization's human resource and talent strategy particularly as it relates to current and future talent needs, recruiting, retention, and succession planning.
- Provides support and guidance to HR generalists, management, and other staff when complex, specialized, and sensitive questions and issues arise; may be required to administer and execute routine tasks in delicate circumstances such as providing reasonable accommodations, investigating allegations of wrongdoing, and terminations.

- Manages the talent acquisition process, which may include recruitment, interviewing, and hiring of qualified job applicants, particularly for managerial, exempt, and professional roles; collaborates with departmental managers to understand skills and competencies required for openings.
- Analyzes trends in compensation and benefits; researches and proposes competitive base and incentive pay programs to ensure the organization attracts and retains top talent.
- Creates learning and development programs and initiatives that provide internal development opportunities for employees.
- Oversees employee disciplinary meetings, terminations, and investigations.
- Maintains compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews policies and practices to maintain compliance.
- Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law.
- Performs other duties as assigned.

Required Skills/Abilities:

- Excellent verbal and written communication skills.
- Excellent interpersonal, negotiation, and conflict resolution skills.
- Excellent organizational skills and attention to detail.
- Strong analytical and problem-solving skills.
- Ability to prioritize tasks and to delegate them when appropriate.
- Ability to act with integrity, professionalism, and confidentiality.
- Thorough knowledge of employment-related laws and regulations.
- Proficient with Microsoft Office Suite or related software.
- Proficiency with or the ability to quickly learn the organization's HRIS and talent management systems.

Education and Experience:

- Bachelor's degree in Human Resources, Business Administration, or related field required.
- A minimum of three years of human resource management experience preferred.
- SHRM-CP or SHRM-SCP highly desired.

Physical Requirements:

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift 15 pounds at times.



5110 North Broadway, Chicago, IL 60640

Phone: (773) 728-3700

Fax: (773) 728-0497

www.hnvi.org

- Must be able to access and navigate each department at the organization's facilities.

Additional Information

This is a part time position based at VAI's Chicago office. Candidate must have the ability and willingness to occasionally work irregular hours including evenings and weekends to attend meetings, trainings, and events.

How to Apply

Please submit your cover letter, resume, to rosie.tingpalpong@hnvi.org with "Human Resource Specialist" – [Insert Your Name]" as the email subject line.

VAI is proud to be an equal opportunity employer committed to fostering a diverse and equitable environment. VAI does not discriminate on the basis of race, color, national origin, sex, gender identity, religion, sexual orientation, age, disability, parental status, veteran status, or any other protected status under applicable laws. We encourage individuals of all backgrounds to apply.