

ALASKA PUBLIC MEDIA
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Title: Human Resources Associate

Department: Administration

Reports to: COO & VP of Administration

FLSA Status: Part-time (20 hours per week), Non-Exempt

Salary: \$24-29/hour

Version: 2024 1.0

TO APPLY: Fill out the application form located at the bottom of this web page
<https://alaskapublic.org/about/careers/>

Summary Statement:

The Human Resources Associate coordinates all Human Resources services, policies, and programs for Alaska Public Media while sharing a passion for ensuring the integrity and vitality of the mission of the organization. The HR Administrator is responsible for managing HR documents, updating internal databases, assisting in the recruitment process, data gathering and analytics, and other duties as assigned.

This individual will be responsible for maintaining employee records, managing HR documents, and assisting with HR operations, as well as talent and employee engagement efforts. The ideal candidate will have excellent administrative skills and be able to work comfortably with employees at all levels within the organization. This role will also require excellent multi-tasking ability and project management skills. This role will report to the COO.

Alaska Public Media is the source of NPR radio, PBS television for South Central Alaska, and stewards of the statewide news.

Essential Functions:

- **Administrative Support**
 - Maintain accurate and up-to-date employee records and HR files.
 - Manage HR documentation such as employment contracts, offer letters, and termination paperwork.
 - Conduct Exit Processing for outgoing Employees.
 - Update internal databases with new hire information, separations, and other employment changes.
 - Manage annual employee self-evaluation process with department leaders.
 - Ensure a current job description for every active job title is on file, ensuring correct formatting and FLSA classification.
 - Assist with special HR projects, conduct research, and perform other duties as required.
 - Encourage the use of EAP services when employees demonstrate a need for counseling.
 - When appropriate, will prepare annual COLA letters and submit.
- **Recruitment and Onboarding**

- Conduct onboarding for all New Employees, including preparing onboarding documents, processing forms (I-9, W-4), enrollment in employee benefits programs, and building/safety orientation.
- Manage the Job Recruitment process, including posting and managing job advertisements, tracking applications, screening resumes, setting up interviews, checking references, and ensuring background checks are completed.
- Coordinate weekly update of open positions to staff.
- **Payroll and Benefits Support**
 - Assist with payroll processing by providing necessary employee information and updates.
 - Support employee inquiries related to payroll and benefits.
 - Serves as Station Liaison for staff questions and inquiries pertaining to AKPM employee benefits programs, including retirement, healthcare (medical, dental, HSA), and life insurance. Processes enrollment for employee benefits.
 - Supports benefits open enrollment and administration as needed
- **Compliance and Policy Management**
 - Ensure compliance with labor laws and regulations.
 - Assist in the development and implementation of HR policies and procedures.
 - Keep abreast of changes in HR laws and regulations.
 - Maintain current documentation of established HR policies, procedures, and practices.
 - Assist with regulatory reporting for the Corporation for Public Broadcasting, Federal Communications Commission, State of Alaska, etc.
- **Employee Relations**
 - Oversee and manage general HR conflict resolution issues and/or outsource to an HR consultant when needed.
 - Maintains employee files, both electronic and hard copy (as needed).
 - Promote a positive workplace culture and ensure employee engagement.
- **Training and Development**
 - Manage all organization-wide professional and work culture professional development programs.
 - Coordinate activities and programs to enhance employee engagement.
 - Coordinate and support training sessions and workshops.
 - Maintain training records and monitor completion of required mandatory trainings.

Required Qualifications:

- Associate's degree in accounting and/or human resources.
- Five years (5) accounting and/or HR experience
- Demonstrated experience with Microsoft Office software.
- Effective written and oral communication to be able to elicit and communicate information and achieve understanding sufficiently.
- Knowledgeable of Employment Law and IRS regulatory compliance.

Desired Qualifications:

- Bachelor's degree or 7 years of comparable experience in accounting and/or HR.
- Familiarity with non-profit accounting and HR.

- Familiarity with FCC Regulations and Reporting.
- Familiarity with 401(k) plans and benefits administration.

Allowable Substitution

If necessary, alternative combinations of education and experience to be evaluated by the Human Resources Office for comparability.

Competencies:

- Act in accordance with AKPM policies.
- Support AKPM compliance efforts with FCC, CPB, NPR, and PBS rules and regulations.
- Communicate effectively.
- Apply critical thinking and problem-solving skills.
- Maintain positive relationships with both internal and external customers.
- Demonstrate consistent outstanding customer service.
- Proficient at computer use to include office software products, custom software packages, internet, and e-mail.
- Consistently demonstrate ethical behavior.
- Must exercise good judgment for the prompt completion of responsibilities.

Employee Expectations:

Must be able to work in a constantly changing environment with demonstrated ability to prioritize multiple, competing tasks and demands while seeking supervisory assistance as appropriate.

Physical Demands:

- The physical demands described here are representative of those that must be met by an employee in order to successfully perform the essential functions of this job.
- The employee is regularly required to stand, walk, and sit; reach with hands and arms; talk and hear.
- The employee is occasionally required to stoop, kneel, crouch, or crawl.
- The employee must be able to lift and/or move up to 20 pounds.

Work Environment:

The work environment characteristics described here are typical of a television/radio broadcast office environment and representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform essential functions.

The noise level in the work environment is usually moderate.

Alaska Public Media is an equal opportunity employer and Affirmative Action Employer. We promote excellence through diversity and encourage all qualified individuals to apply.

Application Instructions:

Apply online at <https://alaskapublic.org/about/careers/>

The following must be received for your application to be complete:

- 1) Resume or CV;
 - a. Be sure your resume includes all relevant experience to be accurately assessed against the qualifications listed in the posting.

- b. Your resume must include date ranges to include month and year (mm/YYYY) and whether the position was full-time or part-time.
- 2) Cover letter;
 - a. Describe how your experience relates to the listed required and preferred job qualifications.
 - b. Please identify the job-specific minimum qualifications you possess.
- 3) A list of at least three professional references with titles, email addresses, and phone numbers. Include at least one supervisory reference. References will not be contacted without your prior knowledge.

Benefits:

Part-time employees at Alaska Public Media are eligible for the following benefits:

- Paid Time Off
- Holidays (12 days per year plus 1 floating holiday)
- Retirement Plan with 2% employer match
- Employee Assistance Program (EAP)
- Alaska Public Media Membercard

Tentative Search Timeline:

For full consideration, apply by September 2, 2024. This posting will remain open until filled. The potential start date is on or after September 9, 2024.

Hours:

This position typically works 20 hours per week Monday-Friday, with the occasional necessity to work nights and weekends.

Posting date: August 19, 2024

Unposting date: Ongoing until filled

Posting contact email: dmcgrath@alaskapublic.org