

Position Title: Human Resources Manager

Job Type & FSLA Status: Part-time, 24 hours/week, Exempt

Reports To: Associate Director of Administration and Information Systems

Location: Hybrid-Boston, MA (minimum 2 in-office days/week)

About Fenway Forward: Fenway Forward works to preserve the Fenway as a vibrant and diverse neighborhood by developing affordable housing, providing programs that enrich lives, and strengthening community voices. Fenway Forward is a 501(c)3 non-profit. Learn more about us at www.fenwayforward.org

Position Summary: The Human Resources Manager will balance a People & Culture approach with the traditional administrative full cycle functions of Human Resources for our office of 20-25 staff members with support from our Professional Employer Organization (PEO). The role will also provide administrative support to our board of directors and staff.

Key Responsibilities:

Human Resources (70%)

- Assess existing systems, processes, and policies for all aspects of Human Resources:
 - Recruitment, hiring, training, and development
 - Performance management, compensation, and benefits
 - Employee relations, company culture, and engagement
 - Policy management and development; compliance and safety
- Provide recommendations to executive management based on assessments, best practices, and feasibility.
- Guide the implementation of updated and new Human Resources systems, processes, and policies.
- Support and advise staff through the full cycle of Human Resources systems, processes, and policies.
- Responsible for day-to-day administrative activities of Human Resources
- Bi-weekly processing of timecards and payroll

Office Management (20%)

- Order and maintain office supplies
- Point of contact for office vendors including but not limited to security systems, building maintenance, copy machine, etc.
- Check mail weekly, distribute, and maintain check log
- Assist staff with administrative tasks & event support as needed

Board Support (5%)

- Coordination and assembly of monthly board packets
- Board meeting monthly support including reminder calls, attendance at virtual evening meetings, and recording of meeting minutes
- Promotion and coordination of board training

Other (5%)

- Provide general support at several Fenway Forward daytime and evening events per year attended by all staff.
- Participate in bi-weekly staff meetings and serve on ad hoc committees as required.

Qualifications:

Fenway Forward does not expect any one candidate to meet all the criteria below but rather hopes you will apply if the role and responsibilities excite you. However, we do expect everyone on our team to be mission-driven and aligned with Fenway Forward's community-centered approach.

Required Skills, Abilities, Education and Experience:

- Four (4) years Human Resources generalist experience; professional certification or related degree may be substituted for 2 of the 4 years of experience required
- Strong knowledge of employment laws and HR best practices (Massachusetts preferred)
- Adept at managing multiple priorities and deadlines, while maintaining attention to detail and well-organized records and systems
- Self-starter with ability to work independently and collaboratively with diverse teams across in person and remote work environments; resourceful, proactive, and accountable
- Able to handle and protect highly sensitive and confidential information
- Demonstrates a high level of emotional intelligence, treats others ethically and fairly, and displays integrity and honesty
- Able to identify key decision-makers and informal influencers, and engage them strategically to move work forward
- Demonstrates active listening and clear, respectful written and verbal communications
- Comfortable using technology and quickly learning new software and business applications

Preferred Skills, Abilities, Education and Experience

- Experience running payroll and administering benefits for nonprofit organizations
- Proficiency with Microsoft Office Suite
- Experience with database systems such as Salesforce and Raiser's Edge
- Have a deep commitment to social justice, anti-racist, and anti-oppressive practices
- Ability to work respectfully and effectively with people of diverse racial, ethnic, cultural, and economic backgrounds
- Ability to adapt communication style to different audiences: colleagues, residents, partners, public bodies
- Language skills in Spanish, Portuguese, Amharic, Cantonese, Mandarin, or Russian a plus

Benefits:

- Part-time employee benefits include:
 - Pro-rated for part-time. Paid time off for full-time 40 hours/week: 4 weeks vacation, 2 weeks sick, 12 holidays, and 2 wellness days
 - 401k matching at 5%
 - Stipend-based benefits for transportation, wellness, and cell phone

Salary Range: \$33.00 to \$34.00 an hour equivalent

To Apply:

Please email resume and cover letter speaking to your interest and skills for this position to projects@fenwayforward.org Applications will be reviewed and evaluated on a rolling basis **beginning April 13** and interviews subsequently scheduled. The application deadline is **May 8, 2026**. We anticipate two rounds of interviews for the successful candidate with the first virtual and the second in person.

Applicants must be currently authorized to work in the U.S on a full-time basis. We are unable to sponsor or take over sponsorship of an employment Visa at this time.

Fenway Forward is an Equal Opportunity Employer and considers qualified applicants for employment regardless of expression, age, color, religion, disability, veteran status, sexual orientation or any other protected class.