HISCOCK LEGAL AID SOCIETY

PROMOTING JUSTICE FOR ALL SINCE 1949

HUMAN RESOURCES AND BENEFITS MANAGER

About Hiscock Legal Aid: Hiscock Legal Aid (HLA), founded in 1949, is a non-profit agency located in Syracuse, New York. Committed to promoting equal justice under the law, HLA is a primary provider of legal services for low-income individuals in Central New York. Learn more about our mission at www.hlalaw.org.

About the Position: The Frank H. Hiscock Legal Aid Society (HLA) seeks a Human Resources and Benefits Manager to oversee the day-to-day human resources operations that support our mission of providing high-quality legal services to low-income individuals and families in Central New York. This position manages employee relations, benefits administration, recruitment, and compliance, while working closely with the finance and management teams on payroll and personnel matters. The ideal candidate is organized, approachable, and committed to fostering a positive, inclusive, and mission-driven workplace culture.

Key Responsibilities: Manage all aspects of employee benefits, including health insurance, retirement plans, and leave administration. Assist with payroll processing and ensure accurate benefit and deduction reporting in partnership with the finance team. Lead recruitment, onboarding, and offboarding processes. Advise staff and management on HR policies, employee relations, and compliance matters. Maintain personnel records, HRIS data, and documentation in accordance with legal and organizational standards. Ensure compliance with federal, state, and local employment laws. Support employee engagement, recognition, and professional development initiatives.

Required Qualifications: Bachelor's degree in Human Resources, Business Administration, or related field required. At least 3 years of HR experience, preferably in a nonprofit or public sector environment. Strong knowledge of benefits administration, payroll coordination, and employment law. Excellent communication, problem-solving, and organizational skills. Ability to handle confidential information with discretion. Flexibility and adaptability in a team-oriented environment.

Preferred Qualifications: Master's Degree in Human Resources, Business Administration or related field. HR certification (PHR, SHRM-CP, or equivalent). Diverse economic, social, and/or cultural experiences. Sense of humor strongly appreciated.

Salary: $80,500 to $95,500 annually, depending on candidate qualifications and experience.

Benefits: Excellent fringe benefits include generous paid vacation, sick, personal, and hourly leave totaling more than 30 days per year; minimum of 14 paid holidays per year; health, dental, life, and vision insurance; 401(k) retirement plan with employer match; reduced membership to the YMCA of CNY; $100 monthly parking/transportation stipend; reimbursement for bi-annual attorney registration and other professional fees; and eligibility for Public Service Loan Forgiveness.

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Work-Life Balance: Enjoy standard office hours of 8:30 am to 4:30 pm Monday through Friday, and from Memorial Day until Labor Day staff can frequently take advantage of summer hours and leave at 4:00 pm.

Application Instructions: Apply now by submitting a cover letter, resume, and list of three references to Gregory W. Dewan, Esq., Executive Director, at hiring@hlalaw.org.

Hiscock Legal Aid is an equal opportunity employer, committed to inclusive hiring and dedicated to diversity in our work and staff. We strongly encourage candidates of all identities, experiences, and communities to apply.