



**NNEDV**  
NATIONAL NETWORK  
TO END DOMESTIC  
VIOLENCE

1325 Massachusetts Ave NW  
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**NNEDV.org**  
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**Full-Time Position Available:  
Human Resources Specialist**

The National Network to End Domestic Violence (NNEDV) is a social change organization dedicated to creating a social, political, and economic environment in which domestic violence no longer exists. NNEDV advocates for law, policies, and funding to address domestic violence, and provides training, technical assistance, education, and support to state and territorial domestic violence coalitions, as well as local domestic violence, sexual violence, and stalking programs, transitional housing programs, and the general public.

NNEDV is deeply committed to creating and sustaining an organizational culture that values diversity, inclusion and equity and envisions an organization that reflects the rich cultural diversity of the community. In pursuit of this vision, we are committed to educating, developing, and supporting an organization that embodies diversity in its many forms. NNEDV currently has 45 employees.

The National Network to End Domestic Violence (NNEDV) seeks a Human Resources Specialist to join the newly-formed Human Resources team. This position is responsible for performing the day-to-day human resources processes and project needed for a smooth and efficient department. The Specialist will serve as an HR Generalist with responsibilities across many HR disciplines and may work on multiple projects that vary in scale and complexity. This role will report to the Director of Human Resources, Equity, and Inclusion. This is a great opportunity to expand your Human Resources knowledge and skills to help build a strong people function.

**RESPONSIBILITIES**

- Manages the complete employee life cycle processes, projects, and tasks, including recruitment, hiring, separation, benefits administration, compensation, compliance, analytics, employee relations, and HRIS.
- Creates, maintains, and updates SOPs, Checklists, and other documentation that records HR practices, procedures, and protocols.
- Coordinates NNEDV benefit programs (e.g., health, dental, vision, life, and disability insurances), organizes and implements open enrollment activities, generates change reports, reconciles benefits invoices, and communicates benefits information to employees.
- Responds to employee inquiries regarding human resources, collaborating with the Director of HR to ensure responses are timely and accurate.
- Uses the HR Information System (HRIS) to complete projects, workflows, and tasks, and seeks ways to automate and improve HR operations and systems. Generates analytical reports and

performs system, benefits, and compliance audits as needed.

- Supports organizational efforts such as DEI and Racial Equity, compensation, performance management, professional development, and related activities.
- Monitors the organization's compliance with federal, state, and local employment laws and regulations, applying knowledge of those laws to ensure NNEDV's practices remain compliant with external regulatory requirements.
- Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources and talent management, and applies this knowledge to suggest changes in policy, practice, and resources to the Director of HR.

## **QUALIFICATIONS**

- Experience as a Human Resources Generalist in at least of the following three areas: recruitment, hiring, separation, benefits, compensation, compliance, analytics, employee relations, and HRIS.
- Experience delivering end-to-end human resources to a national, distributed workforce.
- In-depth knowledge of federal labor laws and experience with multi-state labor laws, including compliance requirements for federal and state employer regulations (such as FMLA and FLSA) and reporting requirements (such as EEO/AAP/VEVRAA).
- Proficiency using Paycom, Paycor, or other HR technology platform to perform all aspects of the employee life cycle.
- Experience administering employee benefits and other non-monetary rewards, including serving as primary point of contact for brokers, providers, and related vendors.
- Knowledge of or interest in DEI, Racial Equity, compensation, professional development training, and performance management.
- Excellent writing, interpersonal, and communication skills.
- Strong process orientation with demonstrated success in effectively managing competing priorities and deadlines.
- Flawless attention to detail and accuracy.
- Creative problem-solving and analytical thinking skills.

## **LOCATION**

This is an exempt, full-time, DC office-based position; candidates will be considered who will be in the greater DC metro commuting area. Although NNEDV is currently in a voluntary work-from-home status

due to COVID precautions, the HR Specialist will be expected to work one or two days per week out of our offices on Thomas Circle in downtown Washington, DC, near McPherson Square Metro.

#### **TO APPLY**

Send a cover letter and resume to [HRSpecialist@NNEDV.org](mailto:HRSpecialist@NNEDV.org). Applications that do not contain both of the required items may not be considered. No U.S. mail or faxes, please.

#### **SALARY AND BENEFITS**

- This is a full-time, exempt position.
- Salary for the Specialist level is budgeted at \$70,000.
- NNEDV pays the entire cost for each employee's Health (HMO plan), Dental, Life, and Short-Term and Long-Term Disability Insurances.
- NNEDV contributes 3% to each employee's 401k retirement plan (no match required), where eligible under our plan documents.
- NNEDV provides 19 paid holidays, including the last full week of each year, 15 days of accrued annual leave, and 10 days of accrued sick leave.
- NNEDV also offers vision insurance at a nominal cost.

***We value a diverse workforce and an inclusive culture. NNEDV encourages applications from all qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity or expression, age, national origin, marital status, citizenship, disability, or veteran status.***