



HR Manager Position

Brooklyn, NY

About Chabad on Campus International (COCI)

Chabad on Campus International is at the forefront of Jewish life on campus, supporting the sustainability and success of the 364 Chabad Houses serving 892 campuses: championing robust Jewish life and learning on college campuses around the world. Together with Chabad House Directors, we seek a future where every Jewish student has a deeper affinity, connection, and understanding of their faith, heritage, and identity.

We foster the success of 793 campus-based Chabad Houses Directors by providing leadership and supportive resources and creating a strong international community of campus leaders. Based in Brooklyn, New York, COCI has a team of 33 dedicated individuals and an annual operating budget of \$16M. Given COCI's mission of promoting a campus life where Jewish identity and Jewish pride can thrive in all circumstances, we are investing in a strategic growth initiative to be able to significantly increase our impact, which is needed more than ever.

Position Overview

The HR Manager at Chabad on Campus International plays a pivotal role in our organization, overseeing all human resource functions, including talent acquisition, onboarding, performance evaluations, accountability structures, and policies, as well as improving processes across the organization.

A candidate with an innate, perceptive personality and a self-assured approach will be crucial in growing the team, setting up systems, and encouraging ongoing improvement throughout our organization.

Primary Responsibilities

- Coordinate with colleagues to create accurate job descriptions
- Identify places to advertise and resources for candidate recruitment
- Conduct initial interviews with recommendations
- Develop hiring protocols
- Develop onboarding structures



- Develop stronger process and accountability structures
- Feedback loops within the organization as it relates to ongoing pulse of the organization with team member check-ins
- Develop and conduct annual reviews
- Maintain Team Policies, SOPs, Handbook and make recommendations for updating organizational protocols
- Provide recommendations for support and professional development for the team
- Organizational Culture - how we work policies (work ethics), appreciation, retreats

Qualifications

- Proven experience in team management and project leadership.
- Excellent communication and interpersonal skills
- Accessible and personable
- Ability to deal with sensitive information
- Understanding of and willingness to support the Chabad mission

Education and Experience

- 2-5 years in HR management

Compensation: \$80,000 - \$100,000 depending on experience; if your background exceeds our requirements, let's talk.

To Apply: please click [here](#) to submit your cover letter, resume, and salary expectations.

We look forward to achieving great things together!