



Connecting Students & Volunteers
for Results that Count

Job Description: HR Administrator

HR Administrator: part time (25-30 hours/week, Mon - Fri) • Charlotte, NC • Reports to Executive Director
Applications will be reviewed on a rolling basis. Desired start date of 12/17.

About the Organization: Heart Math Tutoring (“Heart”)

Heart Math Tutoring is a math intervention program that recruits and supports volunteers to work as tutors in high-poverty elementary schools. Seventy percent of economically disadvantaged students in Charlotte are not performing on grade level in math (2017 NAEP). Heart provides a structured curriculum and on-site support to tutors, enabling volunteers to effectively support students with a commitment of one hour per week. To date, 98% of Heart students have met program growth goals. In the 2018/19 school year, 1,000+ weekly Heart volunteers support over 950 students across 22 high-poverty CMS elementary schools. Heart’s mission is to ensure that all elementary students develop the strong foundation in math and enthusiasm for academics needed for long-term success, by helping schools use volunteers as tutors. Still in “startup” mode, Heart became a 501c3 nonprofit in July 2014 and has grown to a budget exceeding \$1.2M.

HR Administrator Job Responsibilities

The HR Administrator role ensures a highly functioning organization by meeting HR and office needs of Heart staff, ensuring a productive office space, maintaining the organization’s finances, and supporting other operations as needed. The role will report to the Executive Director, with operational and administrative responsibilities listed below that will accelerate Heart’s impact:

- HR: Benefits Administration, Payroll, Recordkeeping, On/offboarding Employees, Policy maintenance
- Office Management: Oversee office supplies, functionality, landlord/lease, vendors, cleanliness
- IT Support: Oversee managed services vendor provider and support Heart staff IT needs
- Vendor Management as relates to functions above and others
- (25% of time) Finance: Bookkeeping data entry, Budget reports and management
- Other operational support: volunteer placements, cross-train with Business Operations Manager

Note – several of these items are seasonal or annual. Volunteer placement is heavy (~20 hours/wk) in August and September. Other items are heavier in other months, equating overall to a part time role of 25 hr/wk.

Required Experience

- Office Management, Small Business, Nonprofit, or Startup Experience
- Vendor Management
- Quickbooks, bookkeeping, presentation of financial statements
- Willing to learn: Nonprofit risk and legal matters

Required Skills

- Microsoft Office – Word, Outlook, Excel, Powerpoint, Publisher
- Written (email) and verbal communication skills
- Quickbooks (preferred)
- Willing to learn: Salesforce, Mail Chimp, Dropbox, Google Drive, etc.

Required Qualities

- Passion for Heart's mission, including a sense of urgency in ensuring all students build the skills they need for a successful future
- Exceptional attention to detail
- Desires fast-paced environment
- High standards for work product
- Willing to pitch in with many different types of work
- Can make decisions, work independently, and multi-task
- Discretion and maturity, including with confidential info

Heart's Core Values: Student-centered, gratitude, growth mindset, precision and professionalism, civic engagement

To apply: Submit the following documents to communications@hearttutoring.org as soon as possible.

- Resume – standard format including education, work, and volunteer experience
- Cover letter – standard, 1-page format explaining your interest in the role and why you believe you are a good fit

When submitting, use the subject line, "2018 HR Administrator Application", and address correspondence to Emily Elliott.