



Volunteer Position: Human Resource Consultant

UWECI Mission:

Unite the Caring power of communities to invest in effective solutions to improve people's lives.

Vision:

UWECI will be the trusted leader and catalyst for envisioning and empowering positive community change.

Values:

Relationships • Excellence • Learning • Service • Leadership • Collaboration • Innovation • Integrity

Purpose/Impact:

Skilled volunteer position that can advise and lead on human resource issues such as best practice protocols, staff development training, and policies. This volunteer position will be expected to draw upon their experiences to play an active role to "fill gaps" the organization would like to address around human resource practices.

Responsibilities/Duties:

- Analyze current HR practices within the organization and assist with making improvements where necessary.
- Present information to staff and conduct training on relevant HR matters.
- Advise senior management on HR protocols.
- When appropriate and necessary, meet with staff to obtain input on HR matters, and address potential issues.

Qualifications:

- Considerable experience as an HR professional preferably in a leadership capacity
- Proficient in computer applications such as MS Office
- Respects and maintains confidentiality
- Public speaking and presentation skills
- Willingness to either work on tasks or lead HR related projects

Time Commitment/Requirement:

This position would work on-site at United Way offices approximately one or two days per month for a few hours. Accessibility through email and phone when not in the office would require no more than an additional hour or two per month.

Supervisor:

Tim Stiles, Chief Operating Officer