



IDAHO
COMMUNITY
FOUNDATION



IDAHO
NONPROFIT
CENTER

POSITION DESCRIPTION

AS OF: SEPTEMBER 2025

POSITION TITLE: HUMAN RESOURCES SPECIALIST
REPORTS TO: VICE PRESIDENT, FINANCE AND OPERATIONS
FLSA STATUS: NON-EXEMPT **PAYROLL STATUS:** PART-TIME, HOURLY

About The Idaho Community Foundation

Since 1988, The Idaho Community Foundation has helped generous Idahoans strengthen the communities they call home—through philanthropy, by elevating nonprofit impact, and by connecting people and places across the state. In 2024, we took a bold step forward by uniting with the Idaho Nonprofit Center—bringing together philanthropy and nonprofit excellence to better serve Idaho. Grounded in trust, collaboration, and a shared belief in what's possible, we're investing in solutions that help communities thrive. Our vision is simple: Idaho is a place of possibility where everyone contributes to thriving communities.

Position Summary

This position is responsible for providing and/or coordinating all human resource services for the organization with the Vice President, Finance and Operations. Responsibilities include employee relations, compensation, benefits, training and development. It is based in our Boise, Idaho office with flexibility available for time required to be in the office versus remote work from another location within Idaho.

Essential Duties and Responsibilities

The essential functions include, but are not limited to the following:

Documentation and Policies

- Maintain Employee Handbook and personnel policies ensuring compliance and relevancy
- Establish and maintain personnel files
- Respond to any compliance from labor department or other regulatory body
- Review workers' compensation policy and manage any necessary changes

Recruitment, Hiring, Onboarding, and Offboarding (generally 3-5 employees per year)

- Work with appropriate staff to create or update job descriptions
- Post and manage job announcements on various job boards
- Screen applications and work with hiring manager for interviews
- Create and conduct onboarding and offboarding processes for new and terminating employees

Compensation, Benefits and Performance (30–35 employees)

- Establish competitive salary ranges using survey information and industry data
- Coordinate with leadership on salary & benefit budgets and negotiations
- Help determine training and certification for staff and determine an annual plan and budget
- Review benefit package on an annual basis to ensure legal compliance and competitiveness
- Lead annual open enrollment and manage all benefit enrollments and changes
- Review time off policy determining any changes needed and help employees with questions
- Facilitate any leave of absence scenarios
- Develop and conduct annual performance review process with leadership
- Work with leadership to handle any performance issues up to and including termination

Other

- Maintain software utilized for human resources and payroll updating benefits and rates
- Keep leadership apprised of pertinent personnel trends or issues
- Conduct an annual employee satisfaction survey and compile results for leadership
- Assist Board of Directors with any functions related to CEO performance evaluations
- Meet with Board of Directors and/or its committees as needed
- Implement further usage of software for employee engagement and information
- Facilitate all employee relations issues, notifications and other needs required or necessary

Minimum Qualifications (Knowledge, Skills, and Abilities)

- Bachelor's degree in human resources
- Five years of related experience with growing responsibilities and decision making
- A combination of education and experience may be considered
- Strong written and verbal communication skills
- Excellent organizational and time management skills with ability to work independently
- Experience with payroll and/or HRIS systems with experience in Paylocity a plus

Physical Demands and Work Environment

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions.

- Working conditions are generally in an office environment. Occasional physical exertion, such as lifting, standing, bending, or reaching, is required.
- A hybrid work environment exists allowing for some remote work as relevant to position.
- May occasionally travel throughout Idaho and outside the state.

Note: This position description in no way states or implies that these are the only duties to be performed by the employee(s) of this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. The organization is an equal opportunity employer, drug-free workplace, and complies with ADA regulations as applicable.