
Job Posting

Title: Human Resources Specialist

Level of Effort: Full-time (40 hours)

Location: Mineola, Texas (option for partial remote work)

Description of role: The Human Resources Manager is responsible for planning, implementing and evaluating employee relations and Human Resources policies, procedures, programs, and practices. Duties include, but are not limited to, the following:

- Develop and implement Human Resources policies and procedures, as needed
- Ensure company compliance with HR-related laws and regulations
- Research, identify, initiate, and manage employee benefits, as needed
- Develop and disseminate internal company materials related to employee benefits
- Design and oversee employee training programming
- Support the recruitment and selection of Clover staff members
- Conduct necessary processes related to staff onboarding and offboarding
- Schedule and facilitate periodic employee performance review processes
- Receive employee grievances and facilitate problem-solving in accordance with company policies
- Supports payroll processes, including filing necessary state employment-related reports
- Support other administrative duties and functions as assigned

Required Education / Experience:

- High School diploma or GED required
- Bachelor's degree in a relevant field is preferred; in lieu of Bachelor's degree, candidate must have at least three years working in an administrative/professional environment in a relevant role
- Strong written and verbal communication
- Demonstrated ability to organize and implement tasks effectively
- Proficiency in Microsoft Office, email systems, and adaptability in learning different types of software and web platforms
- Knowledge of typical Human Resources procedures and practices

Clover Benefits: Clover offers a benefits package to employees which includes funding for professional development and health insurance, flexible remote working and time off policies, generous family and medical leave policies, and a company credit card for business and professional development expenses

About Clover: Clover Educational Consulting Group, Inc. is a 501c3 non-profit corporation based out of Mineola and Austin, Texas. The founders of Clover are doctoral-level licensed psychologists with specific expertise in research, administration, policy, program development, and education and training. Clover is governed by a Board of Directors and retains a network of consultants with expertise in topics related to training and healthcare. The Mission of Clover Educational Consulting Group, Inc. is to improve the mental health of the community through advances in policy, workforce and training.