



**Job Title:** HR Specialist

**Department:** Programming

**Location:** Statewide Role (home base within PA with ability to travel)

**Reports To:** Chief People Officer & EVP, Operations

**FLSA Status:** Full Time, Exempt, Salaried

**Position Summary:**

The **HR Specialist** at Special Olympics Pennsylvania (SOPA) is a key role focused on enhancing the employee experience through strategic talent acquisition, comprehensive onboarding, continuous personal and professional development, and ensuring adherence to HR compliance standards. This position is designed to foster a culture of growth, recognition, and engagement, while ensuring HR initiatives are aligned with both organizational values and legal requirements. By developing HR frameworks, interpreting policies, and leveraging data-driven insights, the HR Specialist plays a critical role in shaping the employee experience and contributing to the overall success of Special Olympics Pennsylvania.

**Key Responsibilities:**

**Talent Acquisition & Onboarding:**

- Lead the recruitment process, including creating job postings, conducting candidate screenings, and coordinating interviews.
- Develop and implement comprehensive onboarding programs that introduce new hires to the organization's culture, values, and expectations.
- Ensure new employees have the necessary tools, resources, and support to succeed in their roles from day one.

**Employee Engagement & Recognition:**

- Design and execute initiatives that enhance employee engagement, satisfaction, and retention across the organization.
- Develop and manage employee recognition programs to celebrate achievements and milestones, reinforcing a culture of appreciation.
- Conduct regular employee surveys and feedback sessions to assess morale and identify areas for improvement, then act on findings to boost engagement.

**Personal & Professional Leadership Development:**

- Work closely with the Chief People Officer (CPO) to identify, plan, and deliver relevant trainings and development opportunities for individuals and teams.
- Coordinate and promote leadership development programs (e.g., via Skillsoft Percipio) to ensure accessibility and engagement across the organization.
- Recommend and connect employees to personalized learning opportunities aligned with their career aspirations and growth plans.
- Monitor participation, evaluate effectiveness, and provide feedback to continually improve leadership development offerings.

**Performance Management Support:**

- Assist in the creation and maintenance of clear, up-to-date job descriptions that align with departmental needs and organizational goals.
- Support the performance management process by tracking performance milestones and ensuring timely completion of employee evaluations.
- Provide guidance and support to managers and staff on performance-related matters, helping to address performance issues constructively.

**Leadership Platform Super User:**

- Serve as the primary administrator (Super User) for the organization's leadership development platform (Skillsoft Percipio), ensuring content is current and aligned with organizational needs.
- Manage and update content on the staff intranet and other internal platforms to ensure accurate and timely information dissemination.
- Monitor platform usage and engagement analytics, providing insights and recommendations to improve utilization of learning resources.

**Continuous Improvement:**

- Stay informed about industry best practices and emerging trends in people operations and nonprofit HR management.
- Recommend and implement improvements to HR processes and programs to enhance efficiency, effectiveness, and employee experience.
- Collaborate with cross-functional teams to support broad organizational initiatives and objectives, ensuring HR practices contribute to overall mission success.

**HR Frameworks & Tools:**

- Develop and document HR frameworks, policies, and process guides for key HR functions such as recruitment, performance management, succession planning, benefits administration, diversity and inclusion, onboarding/offboarding, and retention.
- Ensure all HR frameworks and tools are aligned with internal standards and compliant with current employment laws and regulations.
- Work with leadership to implement these frameworks organization-wide, and regularly review and update them to reflect best practices and legal requirements.

**Policy & Regulatory Compliance:**

- Interpret and apply federal and state employment laws and regulations to ensure the organization's HR policies and practices remain fully compliant.
- Provide guidance and advice to managers and employees on HR policy interpretation and application, resolving issues in accordance with internal policy and legal requirements.
- Maintain a deep and up-to-date understanding of all relevant labor laws and regulatory guidelines, serving as SOPA's subject matter expert on HR compliance and ensuring proactive adherence to those standards.

**HR Data Analytics & Insights:**

- Collect and analyze HR data and metrics (e.g., turnover rates, recruitment metrics, engagement survey results) to identify trends and inform strategic decision-making.
- Generate clear reports and dashboards on key HR metrics, providing insights that support employee engagement strategies and improve overall organizational performance.
- Leverage data-driven insights to recommend and implement improvements in HR programs, talent management practices, and people development initiatives.

**Qualifications:**

- Bachelor's degree in Human Resources, Business Administration, or a related field.
- Minimum of 3 years of experience in human resources or people operations, with a focus on recruitment, onboarding, and employee engagement.

- Strong interpersonal and communication skills, with the ability to build relationships and effectively collaborate at all organizational levels.
- Proficiency in HRIS systems, MS Office Suite, and other relevant software tools.
- Strong knowledge of labor laws, employment regulations, and HR best practices.
- Experience developing HR policies or frameworks and ensuring regulatory compliance is highly desirable.
- Analytical skills with the ability to interpret HR data and metrics to drive insights and decisions.
- Ability to handle sensitive information with discretion and professionalism.
- Passion for fostering a positive, inclusive, and engaging workplace culture.
- Background Check: Employment is conditional upon successful completion of a criminal history check and fingerprinting, as required for all SOPA employees.

## **APPLICATION INSTRUCTIONS**

Serious applicants should send a cover letter, resume, and salary requirement to [careers@specialolympicspa.org](mailto:careers@specialolympicspa.org).

No phone calls will be accepted. Resumes sent for positions other than this posting will not receive a response, and communications from recruiters will not be acknowledged.

Special Olympics Pennsylvania is proud to be an equal-opportunity employer. We do not discriminate on the basis of race, color, religion, sex, gender identity or expression, national origin, political affiliation, sexual orientation, marital status, disability, neurodiversity, age, parental status, socio-economic background, military service, or any other characteristic or status protected by applicable law.

We strive to create a workplace that reflects our communities and where everyone feels empowered to bring their whole, authentic selves and can do their best work.

## **ORGANIZATION DESCRIPTION**

Special Olympics Pennsylvania (SOPA) provides year-round training and competition in 21 Olympic-type sports to 15,000 children and adults with intellectual disabilities or closely related developmental disabilities. For 50 years, SOPA and its nine regions have used the power of sports to transform the lives of people with intellectual disabilities and unite everyone by fostering community and building a more acceptable and civil society. SOPA is much more than a sports organization. Through its Athlete Leadership Programs, athletes assume meaningful leadership roles, influence change within the Special Olympics movement, and take on roles as Global Messengers (trained as public speakers for Special Olympics), athlete representatives, coaches, board members, and more. SOPA also addresses significant challenges facing its athletes, including healthcare. The Healthy Athletes program offers athletes free health screenings in the form of eye, ear, dental, and podiatry assessments. Athletes are also taught to live active lifestyles, eat healthily, and more. Additionally, SOPA strives to create a unified world by promoting inclusion, uniting communities, and changing attitudes. Through Unified Sports, SOPA brings together individuals with and without intellectual disabilities as equal teammates in training and competition, which promotes respect and acceptance and facilitates meaningful relationships between people of all abilities. For more information about Special Olympics PA, visit [www.specialolympicspa.org](http://www.specialolympicspa.org).