

HR Consultant

Virtual- Fully Remote 30-35 Hours Per Week

EHR is boutique human resources consulting firm. providing executive and specialty search, compensation and benefits analysis, diversity, equity and inclusion, employment investigations, training, and transition services. We offer outsourcing and HR project services to clients across various business sectors, including nonprofits, philanthropic organizations and for-profit companies in Washington, DC, New York and nationally.

The HR Consultant will support and collaborate with the Founder & Managing Consultant in serving a dedicated nonprofit client. The Consultant will provide guidance on aligning the organization's people strategy with its business priorities, supporting workforce planning, informed decision-making, and proactive risk mitigation. This role is designed to help streamline the client's HR efforts by offering guidance, HR expertise, and relationship-building support with international regional offices and HQ. The position focuses on executing projects, making recommendations and thought partnership, and partial execution of HR activities in collaboration with the client's Operations team.

Responsibilities

- **General HR Administration and Compliance-** Advise on general human resources compliance matters, including fair labor standards, employee benefit plan compliance, federal, state, and local employment laws and regulations, and employee and independent contractor status determinations. Coordinate with outside counsel. Run ad hoc reports and conduct analysis of HR metrics.
- **Workforce Planning-** Work with Senior Manager, Operations, and COO to ensure globally consistent, locally adaptable tools, policies, and approaches that support the unique HR needs of each regional office, accounting for local cultural norms, legal requirements, and labor markets. Advise leadership as needed on aligning the people strategy with business priorities to plan workforce needs to assist with more informed decision-making and risk mitigation. May meet frequently to provide updates and advisory on HR systems, projects, and metrics. This may include business updates impacting staff, workforce metrics and risks, talent highlights, and employee engagement insights.
- **International HR-** Work with outside international advisors as needed to address specific operational issues that may arise occasionally in any of the client's international regional offices outside. Conduct regular meetings on a monthly cadence with in-country leads to connect people strategy with business strategy, improve credibility, and become more proactive, aligned, and consistent.
- **Compensation and Benefits Administration-** Establish a universal title banding scheme across the client's organization with corresponding base compensation ranges for each country of operation in the local currency and a comprehensive build-out of the individual elements of compensation packages for each country in which the client is operating. Oversee the regular conduct of market pricing and compensation studies on a rolling biennial or triennial basis (depending on market conditions) for all regional offices. Review

and monitor compensation ranges to ensure internal equity. Manage the annual compensation adjustment process with the annual review and budgeting process. Manage employee benefits administration by providing technical support, internal communications, and advice on employee benefits, updating the annual benefits summary as applicable. Plan and manage annual benefits open enrollment activities, including employee meetings and finalizing updates to HRIS and all other relevant information systems.

- **Performance Management**- Plan and manage annual performance evaluation process; compliance, memo adjustments, evaluation tools, training, evaluation and merit roll up process, and merit increase letters to employees.
- **Recruitment** – Guide managers through recruitment process, sourcing/job ads, interviewing, offers and compliance.
- **Employee Relations**- Resource for staff; acts as an internal resource to staff for general human resources questions and approaches. Resource for Senior Management Team and managers; provides advice to managers and employees on sensitive employee relations matters. Coordinate with senior staff and outside counsel.
- **Transitions**- Work with executives and managers through employee separations and RIFs. This includes coaching, recommending a separation package as applicable, documentation, risk and legal coordination, and the internal termination process, in coordination with the EHR Managing Consultant.
- **Onboarding and Offboarding**-
 - **Onboarding**- Evaluate current onboarding approach and creates a standardized process at HQ and regional offices for integrating a new hire into the organization so they can become productive, engaged, and confident in their role. This includes pre-boarding and administration, orientation, role-specific training, and ongoing integration.
 - **Offboarding**- Evaluate current offboarding approach and creates a standardized process at HQ and regional offices for managing an employee's exit from the organization, whether voluntary or involuntary, that will minimize risk and preserve knowledge. This includes the resignation or termination initiation, knowledge transfer, exit administration, exit interview, and post-exit follow-up.
- **Equity and Inclusion** - Work across the organization to help ensure fair access to opportunities, resources, and outcomes. Helps create an environment where everyone feels respected, heard, and able to contribute to the organization through HR systems and processes. This may include better decision-making, higher employee engagement, improved talent attraction and retention, and reduced risk (legal, reputational, operational).
- **Updates**- Weekly written reports and monthly updates must be provided to the Founder & Managing Consultant to support client collaboration and effective relationship management.

Position Requirements

- Bachelor's degree in Human Resources, Business, Communications, Psychology, or a related field required; SPHR or PHR certification preferred.
- Minimum of seven (7) years of progressively responsible HR generalist experience required. Experience in a nonprofit environment, including some international exposure, is strongly preferred.

- Demonstrated expertise in recruitment, employee relations, compliance, and organizational transition initiatives.
- Proven success working in a remote, team-based environment.
- Technical proficiency with HRIS platforms (Rippling preferred) and intermediate-level skills in Microsoft Word, Excel, and PowerPoint.
- Strong attention to detail, with demonstrated research, streamlining processes, and project management capabilities.
- Creative and innovative approach to problem-solving.
- Excellent follow-up skills and polished client relationship management abilities.
- Strong written communication and research skills.
- Highly organized with exceptional attention to detail.
- Flexible, adaptable, and responsive to changing priorities.

Additional Details

- **Title:** HR Consultant.
- **Status:** Independent Contractor.
- **Reports to:** Founder & Managing Consultant.
- **Client:** international non-profit headquartered in NYC with international regional offices.
- **Work Schedule:** Approximately 30-35 hours per week; virtual work environment. Only candidates based near Washington, D.C., NYC or on the East Coast strongly preferred to align with the location of the client.
- **Rate of Pay:** \$46-48 per hour; commensurate with experience.
- **Date:** March 2026.
- **Updates:** weekly updates and monthly report required.
- **Apply:** To apply, please send your letter of interest and resume to Stacey Berk, sberk@expandhr.com.
- **Inclusion:** EHR is committed to providing an opportunity without regard to an individual's age, color, disability, gender, gender expression, gender identity, genetic information, national origin, race, religion, sex, sexual orientation, or veteran status.