

HUMAN RESOURCES DIRECTOR

PRODIGY NETWORK / THE ASSEMBLAGE

COMPANY	Prodigy Network & The Assemblage	LOCATION	114 E 25th, New York, NY
JOB TITLE	Human Resources Director	EMPLOYMENT TYPE	FULL-TIME

Who We Are

The Assemblage is a co-working, co-living and community space in New York City for those who believe in doing well by doing good. We assemble to seek out the best of what is to help ignite the collective imagination of what can be. Our aim is to generate knowledge that expands the realm of the possible, helping members envision a collectively desired future and carry that vision forth into reality.

The Assemblage offers desk and office space, Ayurvedic breakfast and lunch, nourishing non-alcoholic elixir bars, daily wellness programming and transformative events across technology, capital and consciousness. The Houses are designed to support work-life balance in a nature-filled environment which encourages mindfulness, intellectual growth, connection to community and alignment of mind, body and spirit. The Assemblage continues to grow and thrive, with a third location opening Spring of 2019 on Park Avenue.

For more information visit www.theassemblage.com

Prodigy Network is one of the world's leading real estate crowdfunding platforms. Prodigy provides investors from around the world with the opportunity to invest in institutional quality real estate. Prodigy Network is a vertically integrated investment platform that finances, develops and manages directly or indirectly each of its properties.

Prodigy Network also created The Assemblage; a co-working, co-living and community, brand and property manager, that operates some of the buildings that Prodigy develops. The Assemblage provides access to urban buildings & natural habitats, programming, sound meditations, speaker series & interactive content, to its community, expecting to ignite consciousness and collaboration.

For more information visit: www.prodigynetwork.com

Requirements

- Bachelor's degree required. Advanced degree or MBA preferred. Certifications in HR, preferred (SPHR, GPHR).
- At least 5 years of experience managing people and teams of various sizes in dispersed locations demonstrating a strong cultural awareness of different regions. Thorough knowledge of federal, state and local laws governing equal employment opportunity and civil rights, occupational safety and health, workers' compensation, wage and hour issues, and labor relations, including, but not limited to the following local laws (where applicable): Title VII, ADEA, Equal Pay Act, Pregnancy Discrimination Act, FLSA, ADA, OSHA, FMLA, ERISA, and NLRA. Multiple location and city experience required.
- Solid knowledge of all facets of HR, New York experience required.
- Proficient in Microsoft office and general experience with IT and R&M functions
- Available to work a flexible schedule including mornings, evenings, weekends & holidays
- Experience within hospitality industry preferred.
- Working knowledge of benefit programs and compensation structures.
- General business and financial acumen with the ability to develop and utilize HR data and metrics as they relate to and impact business areas in Finance, Legal, IT, payroll, and administration.
- Excellent communications skills - written, verbal and interpersonal - and an ability to tailor communication style to diverse audiences.
- Demonstrated capability in adapting and innovating HR practices and solutions and right sizing them to the needs of a fluid and fast-paced, entrepreneurial organization.
- The Head of HR will develop and execute the HR strategy for the organization and will be responsible for leading the HR function, structure and policies.
- HR advisory services with regards to leadership, coaching, employee relations, talent acquisition, engagement, culture, compensation, organizational design and change, performance management and learning and development.
- Provide insightful, innovative thinking and problem solving on critical HR issues optimize the HR function/team, modernize and refine key systems, processes and activities aligned toward achieving strategic objectives.
- Ensure all departments and the organization as a whole is structured and operating effectively Provide HR guidance on special projects, HR system selection/implementation, analytics & reporting, talent reviews, training, change management, organizational design and diversity and inclusion.
- Proactively manage resource allocation and maintain a competitive approach to job recruiting and assimilating high-potential talent.
- Advise on people programs and processes to enhance talent attraction, retention, development, and succession.
- Overseeing organizational headcount budget, people related costs and departmental budget Develop and manage the Human Resources plan that supports the physical expansion of the business.
- Manage hiring.
- Develop comprehensive approaches to employee development, retention and onboarding by refining or creating: compensation and benefits, career paths and employee development, succession planning, and learning opportunities as appropriate to our needs.
- Oversee compensation practices and philosophy to ensure salary benchmarking and surveys are handled on a regular basis Guide the HR team in supporting Performance Management, Talent Acquisition, Learning & Development, Engagement, Benefits, Immigration Policy and Compliance Partner with IT on HRIS and related systems, protocols, capabilities, and upgrades.
- Coach and counsel Senior Leadership Team in developing themselves and their teams to achieve improved performance and engagement.

- Counsel, coach and guide Senior Leadership Team and staff in addressing concerns and complaints to assure fair and equitable treatment while ensuring compliance with local labor regulations and practices.
- Develop and implement the human resources plan that aligns with the overall mission and strategy, resulting in innovative, best practices and policies that will service the full range of HR needs and help build a high-performing culture of innovation, accountability, and collaboration.
- Advise and lead on benefits plans and renewals for healthcare and plan designs seek legal advice to ensure compliance & mitigate organizational risks.
- Develop and oversee recruitment and interviewing processes to target the highest caliber candidates that embody our culture and values - continually refining and standardizing a rigorous framework by which we recruit, develop and retain our team.
- Implement new leadership development and broader learning and development programs to provide leaders/ employees with the necessary tools to be most effective in their roles and satisfied with their career development.
- Results-driven, agile, change agent with the commitment and confidence to assume a leadership role in an evolving complex environment.
- Drive initiatives with limited resources and roll-up your sleeves attitude to achieve desired results.
- Unquestionable personal integrity, fairness and credibility necessary to gain the trust and commitment of individuals at all levels of the organization.
- Empathetic and engaging individual, who listens well, is responsive, solutions focused and results oriented.
- Deep passion for people and a strong instinct for managing and developing talent and aligned with our mission.
- Ability to influence change and manage across an organization, including at the executive level, driving the continuous curation of our culture.
- We've got a lot of growing ahead of us - so we need a bold builder of robust People infrastructure (Process/ Platforms/People) to ensure flawless execution of the details. Compliance is critically important in our industry.

Benefits

- Comprehensive benefits including medical, dental, vision, 401K
- Paid holidays and personal time off (PTO)
- The Assemblage Membership program including breakfast and lunch
- Creative and unique working spaces
- Wellness Programs

Equal Opportunity Statement

The following statement, with respect to Equal Employment Opportunity, confirms and continues our established position: The Assemblage is an equal opportunity employer. They do not discriminate on the basis of race, color, age, sex, religion, ancestry, national origin, mental or physical disability, marital status, military status, sexual orientation, or any other characteristic protected by law.