



Position: HR, Placements, & Intake Manager
Reports To: COO
Position Type: Full-Time
Location: Dorchester (80%), Kendall Square (20%)

InnerCity Weightlifting's mission is to reduce gun violence by amplifying the voice and agency of people who have been most impacted by systemic racism and mass incarceration. We partner with program participants through case management and careers in and beyond personal training. Individuals are elevated as experts in fitness and the social issues they've lived. ICW is a culture and community in which power dynamics are flipped, social capital is bridged, and new leaders emerge in the fight to combat long-standing inequities.

Position Overview: The HR, Placements, & Intake Manager is responsible for managing employee-facing HR processes (recruiting, onboarding, compensation & benefits enrollment, and performance reviews), as well as student-facing employment placement opportunities (application identification & support and ongoing placement success). They are also responsible for student intake, with the goal of growing the student pipeline and identifying/developing partnerships to do so.

Responsibilities:

Human Resources

- Author all job descriptions and solicit feedback from COO, People & Talent Manager, CEO, and SVP of Strategy
- Lead all recruiting efforts - post all JDs across job boards, send to hiring partners, and coordinate interview processes (including candidate evaluations and follow up)
- Analyze success rate of existing pipeline sources and identify new pipeline opportunities to ensure strong ROI for any job postings
- Collaborate with People & Talent Manager to coordinate onboarding schedules for all new employees, and lead HR portion of onboarding for all new hires (including benefits enrollment)
- Collaborate with Operations Manager to ensure all new employees are entered into ADP, and any changes or adjustments to compensation are properly accounted for
- Coordinate semi-annual performance reviews, including distribution and collection of review materials

- Manage all HR documentation, both physical and digital

Placements

- Identify cori-friendly placement opportunities for students across sites, with the goal of 50+ external job placements annually
- Collaborate with Advocacy team to support students in the application process, including resume and cover letter support and interview prep
- Develop partnerships with employment partners across industries (in and outside of fitness) and provide support and communication during the placement process for students and employers
- Serve as point person for all non-Dorchester based students looking for placements

Intake

- Conduct intake & assessments for all new students via phone and off-site prior to in-person
- Coordinate with site “gatekeepers” to ensure the safety of new students, and appropriate site allocation
- Identify and develop student pipeline partnerships (local CBOs, courts, etc)
- Conduct intakes (and onboarding) with Chicago-based students, acting as an additional ICW point-person