



## Natural Born Champions OR Specialist I Job Description

*Natural Born Champions Inc. is a community intervention program that aims to provide direct educational and workforce development enrichment resources and services to youth and families in Baltimore, Maryland.*

### **NBC OR Specialist I**

Organizational Resource Specialist I

### **Pay (Contractual)**

\$20-\$22/hour

### **Job Overview**

The Organizational Resource (OR) Specialist reports to the company Executive Team and is responsible for connecting all departments within the company by representing all of its employees. This position is 12 months and will be renewed annually. This position is also full-time with a work week of 35 hours maximum. This position is responsible for managing the daily operations of the OR department by executing OR policies and procedures and initiating resource and strategic planning. In addition, the OR specialist will manage staffing and recruiting performance management, training, compensation and benefits administration, and employee assistance services.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

### **OR Specialist Specific Responsibilities:**

- Ensure job descriptions are updated annually or as needed
- Hire Managers as needed
- Ensure Individual Development Plans (IDP) are created and monitored
- Ensure Annual Performance Appraisals are conducted – maintain records
- Develop Trainings and update Employee Handbook as needed
- Recruiting and Staffing, working with leadership to identify needs and recruit
- New Employee Orientation in conjunction with management
- Conduct Conflict Resolution between employees or outsource
- Organizational culture/climate



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- Research grant opportunities and draft grant proposals and supporting documents based on the funding requirements of the organization
- Community Outreach – identify and facilitate opportunities for NBC to contribute to the community

### **Other Responsibilities and Duties**

- Identify and evaluate NBC initiatives to determine appropriate programs that meet organizational goals
- Create effective strategic planning methods
- Implement organizational effectiveness interventions
- Develop team-building exercises and workshops
- Talk with management to identify specific work situations requiring employees to better understand changes in policies, procedures, regulations, and technologies
- Develop methods of measuring if performance management aligns with organizational goals
- Resolve conflict within groups
- Diagnose potential organizational problem areas
- Recommend training and development systems
- Create definitions of the desired individual or group performance
- Participate in Corporate functions and outreach events to help represent NBC and develop a corporate culture
- Work with Marketing to incorporate corporate values & vision
- Work with Marketing on Brand Development and corporate image
- Head NBC's charitable and community outreach programs to reflect corporate values

### **Compensation**

This is an area of development and will not be the sole responsibility of the Organizational Resource Specialist.

- Compensation Plan
- Benefits



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- Chairs Compensation Committee; Ensuring committee goals, duties, and deadlines are met
- Responsible for communicating the Compensation Plan Philosophy, Structure, and Objectives to ensure the individual and collective body fully understand

### Qualifications

#### Education

- High School Diploma or equivalent (Required)

#### Experience

- Human Resources: 2 years (Required)
- Microsoft Office: 2 years minimum (Required)
- Administrative experience in non-profit: 2 years min. (Preferred)

#### Skills

- Familiar with Google Workspace
- Highly organized and detail oriented
- Strong verbal and written communication skill
- Ability to maintain confidentiality of sensitive documents
- Ability to work independently with minimum supervision
- Can Multitask

#### Schedule

- Monday-Friday 9:00am-4:30pm

#### Benefits

- *Health Insurance*
- *Life Insurance*
- *Professional Development & Education Benefits*

[Apply Here](#)

#### Contact Information

Natural Born Champions General Inquiry Email

[naturalbornchampions@gmail.com](mailto:naturalbornchampions@gmail.com)

443-345-8077



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[www.naturalbornchampions.com](http://www.naturalbornchampions.com)