



## Share your HR skills with a deserving nonprofit

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If you are an experienced human resource professional with broad HR generalist skills, please join the 501 Commons Executive Service Corps and volunteer as HR consultant in the **Spring 2017 HR Tune Up** serving nonprofits in the Walla Walla Valley.

The HR Tune Up program is designed for nonprofits that do not have an HR professional on staff by offering HR Audit, a comprehensive review of current human resources policies, procedures, documentation, and systems. The audit will help the organizations identify deficits and areas where they can enhance or strengthen the HR function.

HR Tune Up consultants will work with two nonprofit staff members who are responsible for HR functions at their organization. Often this will be the executive director and an administrative staff person. In collaboration with the nonprofit representative, you will conduct HR audit, create report, plan and facilitate meetings, offer recommendations, and finally provide consulting and implementation support to address one or two deficits, as identified in the audit. (The HR audit form will be provided by 501 Commons.)

### Time Commitment and dates: 14-16 hours over 6 weeks

As HR Tune Up consultant you are expected to spend 14-16 hours over 6 weeks, of which 8 hours will be in direct consulting services to the organization you are matched with.

While consultant orientation, program launch and final celebration are already scheduled, all other meetings can be scheduled at a mutually convenient time but you must be available during regular work hours. Work outside of meetings can be done at your convenience. You should plan to meet in person with the nonprofit project team at least two times but it is possible to hold additional meetings by phone.

### Important dates-

- Consultant Orientation – **March 30<sup>th</sup>, 2017** (Webinar)
- Program Launch- **April 11<sup>th</sup>, 2017** (Lunch will be provided)
- Final Celebration – **May 25<sup>th</sup>, 2017** (Lunch will be provided)

### Benefits

As an HR Tune Up Consultant, you will have the opportunity to:

- Apply your knowledge of human resources in this high-impact volunteer role
- Increase an organization's understanding of the HR function and its strategic impact
- Practice your consulting and project management skills
- Make a difference in your community by helping a nonprofit better support and manage its staff.
- Your work with the organization is covered under the 501 Commons professional liability coverage.

### Position Responsibilities

To participate, [apply to join the Executive Service Corps](#) and attend an interview. No ongoing commitment is required but most of the 500+ people in the service corps appreciate being offered opportunities to use their professional skills when they can advance a nonprofit in our community.

HR Tune Up volunteer consultants will be responsible for the following:

- Attend a consultant orientation and program launch on April 11<sup>th</sup>, 2017
- Plan and facilitate meetings with organization representatives, as needed
- Engage in ongoing communication and exchange of information
- Conduct an HR audit of existing HR processes using 501 Commons-provided checklist and resources
- Review personnel files kept onsite at assigned organization
- Create a report of HR audit findings and recommendations
- Provide consulting and implementation support to assigned organization to address 1-2 areas of HR practice improvement.

## Qualifications

Ideal HR Tune Up Consultants will have the following:

- Broad range of HR Generalist experience
- Project management, facilitation, and/or consulting skills that allows you to build trust with an organization and meet established goal(s)
- Ability to communicate well with representatives from diverse organizations
- Professional and volunteer experience with nonprofits or a willingness to learn about nonprofits so you can provide appropriate advice and consultation

## Application Process

Apply to [join the Executive Service Corps](#) and you will be contacted for an intake conversation.

If you would like to speak to someone about this opportunity before applying, contact Pragya Madan at [pragya@501commons.org](mailto:pragya@501commons.org).

Please apply by **March 15<sup>th</sup>, 2017** to be part of the Spring 2017 HR Tune Up cohort.

## About 501 Commons

501 Commons provides a wide range of management support services to nonprofits throughout Washington State and beyond so they can achieve their mission, making our communities better for everyone. 501 Commons, a nonprofit charitable organization, was founded in 1989 so that nonprofits and schools can access the advice and assistance of professionals in our community.

## Here's what a previous volunteer HR consultant had to say

"As an HR professional I am always seeking opportunities for growth. When BMHRMA SHRM chapter became involved with 501 Commons and the HR Toolkit cohort, I couldn't jump fast enough at the opportunity to use my knowledge and expertise to help others. Having the chance to work with my local community restored my faith in why I do what I do on a daily basis and why I chose human resources as my career. My advice for anyone looking to become involved with 501 Commons and the great work that they do? Do it! What are you waiting for?"

- Nichole Biechler  
HR Generalist & Former BMHRMA member