

**POSITION: Human Resources Manager, Connecticut Legal Services,  
Middletown, CT**

**CLS is seeking applications from talented Human Resources Professionals for our Human Resources Manager position based in our Middletown Office.**

### **THE HR MANAGER ROLE AND RESPONSIBILITIES**

CLS' Human Resources Manager (HRM) is responsible for all of CLS' human resources management functions, and other diverse responsibilities in order to support administrative and financial functions.

The HRM will be responsible for:

- Ensuring CLS' compliance with all federal and state laws relating to benefits management, payroll, employment, and general human resource requirements
- Leading CLS' recruitment, hiring, and onboarding efforts
- Maintaining, organizing, and updating all employee files and records
- Administering all aspects of CLS' healthcare and other benefits
- Administering all of CLS' payroll functions
- Updating and maintaining CLS' personnel policies, procedures, and practices
- Working on special projects as needed

### **QUALIFICATIONS OF THE IDEAL CANDIDATE**

Our ideal candidate will have:

- A Bachelor's Degree in Human Resources or related field
- At least two years of HR Generalist experience or commensurate experience including knowledge of employee benefits and payroll processing
- Excellent communication, organization, detail orientation, prioritization, and problem-solving skills
- Demonstrated strengths as a self-starter and team player
- Discretion and understanding of the confidential nature of our work
- The ability to work effectively in a fast-paced environment.

### **CONNECTICUT LEGAL SERVICES**

Connecticut Legal Services (CLS) is a not-for-profit law firm dedicated to providing access to justice and protecting the critical civil legal rights of low-income individuals and families through representation, systemic advocacy, advice, collaboration, and

education.

As the largest legal aid agency in Connecticut, CLS serves 58% of Connecticut's poverty population living in 122 communities, excluding Hartford and New Haven. CLS maintains a dedicated staff that includes over forty lawyers advocating for more than 5,000 clients annually and is committed to supporting low-income individuals who are not able to represent themselves. CLS operates six full-service offices in Stamford, Bridgeport, Waterbury, New Britain, New London, and Willimantic and includes satellite offices in Meriden, Vernon, and Middletown.

CLS provides legal services that are vitally important to its clients. CLS' legal work encompasses family law, housing, public benefits, elder law, children's law, consumer law, immigration law, employment law, and assistance to people with intellectual disabilities. In addition to providing individual legal representation and counseling, CLS does broad impact work that benefits low-income individuals through policy advocacy, class action litigation, providing and disseminating legal self-help materials, community outreach and education, and working with coalitions to pursue common goals.

CLS provides passionate advocacy on behalf of its clients and the community, and is a leader in recognizing and addressing systemic problems affecting low-income residents.

## **OUR VISION FOR CONNECTICUT**

We believe that Connecticut can become a state where every person is heard and treated fairly, has their basic needs met, and has equal opportunities to thrive.

We believe in:

- Justice – Each person is worthy of respect, compassion, fair treatment, and equal opportunity.
- Excellence – We strive to deliver high quality, effective services with integrity. Our value of excellence influences our approaches, our delivery and our continuous efforts to evaluate and improve our work.
- Empowerment – We believe in the power of self-advocacy and strive to foster that skill in our clients and the communities we serve. We treat our clients with dignity and consider their range of needs as we seek to provide equal access to justice and facilitate a fair process and outcome.
- Racial Equity – Among the many inequities in our society, we believe there are particularly deep-rooted racial inequities in our client communities. We strive to achieve and maintain racially equitable practices internally and in our service to and interaction with the communities we serve.
- Commitment – We pursue our mission through the unyielding commitment of our staff and board to our clients, to our work, and to supporting each other with ongoing communication, collaboration, accountability and compassion.

## APPLICATIONS

Candidates are encouraged to apply as soon as possible. Please send applications, including a cover letter describing your interest and qualifications and your resume to: [applications@CTLegal.org](mailto:applications@CTLegal.org). Applications will be accepted and reviewed on a rolling basis. CLS invites all applicants to include in their cover letter a statement about how your unique background and/or experiences might contribute to the diversity, cultural vitality, and perspective of our staff and legal services practice.

In order to expedite the internal sorting and reviewing process, please type your name (Last, First) and "Human Resources Manager Application" as the only contents in the subject line of your e-mail.

Salary: Commensurate with experience.

*Connecticut Legal Services is an equal opportunity employer and proudly values diversity.  
Candidates of all backgrounds are encouraged to apply.*