



## **HUMAN RESOURCES**

### **Recruitment & Retention**

*Assist with filing all types of open positions and recruitment decisions, including job descriptions and determining required skillset*

*Utilize online recruitment system to post open positions*

*Conduct interviews, background and reference checks*

*Provide wage recommendations and schedule drug screenings*

### **Benefit Plan Design**

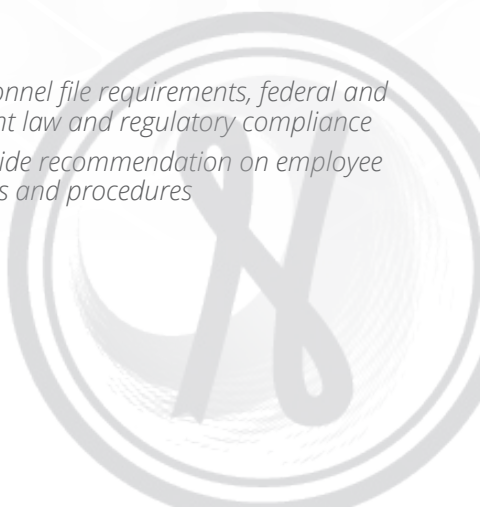
*Design, implement and manage benefit plan, including research of plan options and associated costs*

*Prepare necessary documents, educate employees on benefits, answer questions and assist with sign-up process*

### **Compliance**

*Consult on personnel file requirements, federal and state employment law and regulatory compliance*

*Review and provide recommendation on employee manuals, policies and procedures*



**MAXIMIZE** your impact

*At Mainstream Nonprofit Solutions we strive to provide expert back office support so our customers can focus on their clients. By sharing resources, you will lower your overhead so you can have more dollars to spend on fulfilling your organization's mission.*

## **SERVICES**

*Church Support*

*Executive*

*Facilities Management*

*Finance*

*Grant Writing*

*Healthcare Support*

*Human Resources*

*Information Technology*

*Marketing*

*Nonprofit Startup/Support*

*Program Support*

*Risk Management*

*Training*



**MAINSTREAM**  
**NONPROFIT**  
**SOLUTIONS**

**CONNECT WITH US**

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