

**Job Title:** Human Resources Specialist (Part-time)

**Reports to:** Director of Finance and Administration

**Date:** February 21, 2020

***Kids’ Food Basket*** believes all children have a right to equitable, consistent access to the nutrition they need to grow. We got our start 17 years ago by serving 125 kids each school day through our Sack Supper program, and now we serve nearly 8,800 kids each school/summer program day throughout Kent, Muskegon and Ottawa + Allegan counties. Nourishing healthier generations of children is at the core of Kids’ Food Basket’s mission and is what we strive for daily through our four Commitments:

* We **Nourish** our future by providing ready to eat healthy food on a daily basis to children in need,
* We **Grow** by increasing healthy food access for our communities through the growth and distribution of sustainably grown vegetables and fruit,
* Our community **Learn**s through the use of our facilities and farm as classrooms to foster learning and empowerment across economic barriers,
* We **Engage** our diverse community to work for Good Food for all.

If you are passionate about nourishing children to reach their dreams, then consider joining our team!

**Job Responsibilities**

We are seeking an experienced HR professional to join our team in a part time capacity.

**Recruitment and Hiring:**

* Lead the recruitment and interview process including generating job description, posting, creating hiring matrix, completing pre-screening, assembling interviewing team, selecting interview questions, coordinating in-person interviews and materials, and generating offer letter.
* Facilitate pre-onboarding check list with other team members
* Work with hiring manager to complete orientation schedule and onboarding checklist
* Facilitate completion of new hire paperwork, policies, procedures and employee handbook overview

**Compensation and Benefits**

* Complete annual salary audit, benchmarking and living wage assessment and strategize with Director of Finance and Administration on annual compensation ranges
* Make annual recommendations to leadership on benefit renewal and/or changes.
* Oversee health insurance open enrollment annually

**Employment Compliance (Law)**

* Ensure growing organization remains compliant with state and federal laws such as FMLA, ADA, FLSA, and proper documentation is provided in all facilities
* Maintain knowledge of current employment law and strategize changes with leadership as needed.

**Training and Development**

* Create and implement annual survey to gauge employee feedback.
* Coordinate annual training plan, including communication of plan, coordination of group trainings and working with vendors/partners.

**Performance Management**

* Monitor the semi-annual review process and ensure execution.
* Oversee performance action and corrective action plans with supervisors.

**HRIS System and Metrics**

* Implement and maintain HRIS system, train supervisors on software and ensure ongoing use.
* Develop HR metrics for organizational health dashboard.

**Skills and Qualifications**

* Bachelor’s degree required, business with human resources concentration preferred.
* Three or more years work experience with midsize organization in human resources.
* Experience with human resources information system, Dominion preferred.
* Experience working in the nonprofit sector as a volunteer, intern or staff member.
* Must be able to effectively interact with a diverse population of youth and college age volunteers from a variety of ethnic and socioeconomic backgrounds.
* Attention to detail.
* Be organized with the ability to work in a fast paced, ever changing work environment.
* Possesses skills in project and time management.
* Be well versed in computer programs.
* Can work independently as well as collaboratively.
* Demonstrate the ability to solve problems, analyze systems and data, and make suggestions for improvement.
* Have reliable transportation to work.
* Have a basic understanding of hunger and poverty issues in Grand Rapids.

**Schedule:** Part time hours of 20-24 hours weekly, during normal business hours from 8 am to 5 pm. Some early mornings, evening and weekends required.

**Compensation:** Commensurate on experience

**Benefits:** Kids’ Food Basket is proud to offer a comprehensive benefits package.

To be considered for the position, applicants must send cover letter and resume via email as soon as possible. **Applications will be reviewed as they are received.**

(NO CALLS PLEASE)

Send cover letter and resume to: Christine Lentine

[hiring@kidsfoodbasket.org](mailto:hiring@kidsfoodbasket.org)

Kids’ Food Basket is an equal opportunity employer. Our policy provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, creed, ethnicity, gender/gender identity, sexual orientation, religious belief, sex, national origin, age, ancestry, qualifying physical or mental disability, height, weight, marital status, veteran status or genetics. In addition to federal law requirements, Kids’ Food Basket complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities.