



TITLE: Human Resources and Administration Manager
REPORTS TO: Senior Director of Finance and Administration
DATE: October 14, 2020

Everyday Kids' Food Basket and its partners work to ensure the nourishment of children and families in West Michigan. By addressing the immediate food needs of vulnerable populations, we provide access to nourishing food to those in urgent need. Our comprehensive programming addresses root causes of hunger, lack of access to quality, nutritious food, and barriers caused by chronic and generational poverty. Our goal is to ensure future generations of healthy citizens with strong earning potential.

We live out our mission through 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 **Learns** using our facilities and farm as classrooms to foster empowerment across economic barriers,
- We **Engage** our diverse community to work for Good Food for all.

Essential Job Responsibilities

Department Management

- Lead team of administrative professionals with direct supervision.
- Project management of other staff.
- Oversees the daily workflow of the department.
- Oversee HR policies and procedures. Maintains compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews policies and practices to maintain compliance.
- Partners with leadership team to understand and execute the organizations human resource and talent strategy, assessing current and future talent needs, recruiting, retention, and succession planning.

- Partner with leadership to create learning and development programs and initiatives that provide internal development opportunities for employees.
- Oversee contract with external technology support contractor.
- Oversee benefits plan for organization including health insurance selection and annual enrollment.

Day to Day Oversight

- Manages the inclusive hiring process, which will include recruitment, phone screening, interviewing, and hiring of qualified job applicants. Collaborates with departmental managers to understand skills and competencies required for openings.
- Provides support and guidance to supervisors and other staff when complex, specialized, and sensitive questions and issues arise; may be required to administer and execute routine tasks in delicate circumstances such as providing reasonable accommodations, investigating allegations of wrongdoing, and terminations.
- Analyzes trends in compensation and benefits; researches and proposes competitive pay and to ensure the organization attracts and retains diverse talent.
- Trains and consults staff on coaching models for performance improvement and corrective action planning.
- Participation in the Covid-19 protocols team.
- Performs other duties as assigned.

Project Management

- Complete implementation of Human Resources Information System with staff utilization while capitalizing on all aspects including applicant tracking and annual performance evaluation.
- Lead staff wide documentation of key functions/accountability chart of each role and identification of back up on an annual basis
- Partner with Hospitality and Administration Assistant on technology infrastructure transition.

General

- Participate in and assist with daily tasks of Kids' Food Basket.
- This is an exempt position. Ability to work a minimum of 40 hours per week - flexible scheduling, an occasional evening/weekend is required
- Opportunity exists for professional advancement based on work performance and organizational need

Skills and Qualifications

- A minimum of three years of human resource management experience preferred.
- SHRM-CP or SHRM-SCP highly desired.
- Bachelor's degree in Human Resources, Business Administration, or related field required
- Previous experience working in the nonprofit sector as a volunteer or staff member.
- Proficiency with or the ability to quickly learn the organizations HRIS and talent management systems.
- Proficient with Microsoft Office Suite or related software

- Excellent verbal and written communication skills.
- Excellent interpersonal, negotiation, and conflict resolution skills.
- Excellent organizational skills and attention to detail.
- Ability to prioritize tasks and to delegate them when appropriate.
- Ability to act with integrity, professionalism, and confidentiality.
- Thorough knowledge of employment-related laws and regulations.
- Ability to successfully independently as well as collaboratively.
- Demonstrated ability to solve problems, analyze systems and data, and make suggestions for improvement.
- Have a basic understanding of hunger and poverty issues in West Michigan.

Physical Requirements

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to push, pull, reach and lift up to 20 pounds frequently and occasionally 50 pounds.
- Must be able to access and navigate each department at the organization's facilities.
- Ability to perform repetitive tasks with wrists, hands and fingers.
- Must be able to hear and communicate
- Ability to climb, balance, stoop, kneel, crouch, reach.
- Must be able to subject to environmental conditions with the ability to work inside and outside.

Compensation: Commensurate with experience

Benefits: Kids' Food Basket provides a comprehensive benefits package.

Applications will be reviewed as they are received

(No phone calls please)

Send cover letter, resume and salary requirements to:

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 identification, 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. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

