



Family Promise of Spokane

Human Resources Manager

Last Updated: 6/4/2021

REPORTS TO: Operations Director
SCHEDULE: 40 hours/week
FLSA STATUS: Non-Exempt
SALARY: \$41,600-\$52,000 annually DOE
BENEFITS: Vacation Plan, Holidays, Health Stipend

OVERVIEW: Family Promise of Spokane recognizes that one of our biggest assets as an organization is our human capital. As such, we're looking for a passionate, organized, detailed-oriented, and highly motivated candidate to fill the role of Human Resources Manager. The HR Manager oversees daily HR operations and serves as a trusted business partner to department managers. This position works closely with the Operations Director and leads a wide variety of HR projects and initiatives designed to attract, develop and retain a highly skilled workforce. To perform this job successfully, an individual must be able to satisfactorily perform each of the essential position duties listed below:

Schedule

40 hours/ week- Flexible Schedule- The HR Manager may have events on weekends or in the evenings and can flex hours to make necessary accommodations.

POSITION DUTIES

HR Project Management

- Works closely with the Operations Director to develop and implement HR strategies and initiatives that align with the organization's strategy.
- Develops employee reports for the Operations Director & Executive Director.
- Manages a regular process for evaluating employee performance.

Talent Management / Recruiting

- Manages the recruitment, hiring, and onboarding process to speed new hire time-to-productivity.
- Plays a key role in the long term success of Family Promise by sourcing, attracting, interviewing, hiring and onboarding the employees needed to fulfill our mission.

Compensation and Benefits

- Coordinates the Family Promise compensation and benefits program to include administering pay and benefits, developing offer letters, and assisting with the development of a total compensation strategy.
- Manages 3rd-party timekeeping and payroll process. Ensures the payroll process is timely, accurate and compliant with state and federal regulations.
- Coordinates existing compensation and benefits vendor relationships and supports the Operations Director in the selection process for new vendors.

Employee Training and Development:

- Coordinates the Staff Training Calendar and schedules regular professional development and safety training for Family Promise employees.
- Coordinates training events to include internal and external facilitators, in both digital and in-person formats.
- Facilitates training sessions on HR topics for managers and employees as required.

Employee Relations:

- Trains and advises managers and supervisors in best employee relations practices and strategies.
- Provides technical advice to the leadership team on compliance issues related to employee relations.
- Conducts investigations into workplace conduct violations and advises the leadership team on findings and corrective actions.
- Participates in disciplinary and termination meetings.
- Manages a compliant and empathetic offboarding process for employees who are leaving Family Promise.
- Maintains employee records in both digital and hard copy formats.

Regulatory Compliance

- Ensures Family Promise stays in compliance with all federal and state employment laws.
- Works closely with the accounting team to ensure timely, legally compliant handling of all payroll taxes, garnishments, unemployment claims and L&I claims.
- Reports all workplace injuries and other employee information to the appropriate labor authorities.

Culture Champion

- Works closely with the Executive Team to build and maintain high levels of employee engagement and a positive workplace culture.
- Administers employee engagement assessments and works with the leadership team to develop action plans to enhance employee engagement.
- Other duties and special projects as assigned by the Operations Director.

QUALIFICATIONS - To perform this job successfully, an individual must have:

- Bachelor's Degree in Human Resources, Business or related field.
- SHRM SC or PHR certification preferred.
- At least 3 years experience in Human Resources with preference for exempt level management experience.
- Previous experience managing compensation and benefits programs preferred

SKILLS - To perform this job successfully, the applicant must demonstrate:

- Ability to operate as a trusted partner who forges strong relationships with employees and managers at all levels of the organization.
- People-Oriented
- Detail & performance oriented
- Active Listening, Negotiation, and Presentation Skills
- Effective time management
- Proficient with Microsoft Office and Google Suite
- Self-starter
- Ability to manage multiple projects and conflicting priorities
- Strong organizational and problem solving skills
- Ability to communicate effectively with management and employees
- Ability to work in a complex and rapidly changing work environment

TO APPLY: Fill out an online application at www.familypromiseofspokane.org/careers. We may reach out for a virtual interview if desired.