



CAREER OPPORTUNITY

Job Title: HR Manager

Classification: Exempt Part-Time (30 hrs/week), some remote possible

Reports to: Controller

Starting Salary: \$50,000, plus benefits

About Second Helpings

At Second Helpings, we transform lives through the power of food. By accepting donated perishable and overstocked food, we prepare nutritious meals for thousands of hungry children and adults every day and distribute them free of charge through social service organizations in Greater Indianapolis.

Founded in 1998 by three chefs, Second Helpings remains true to its core mission while the ability to serve our community has continued to grow. In FY2021, we saved 3.6 million pounds of food from the landfill. We distributed 1,818,127 meals and redirected another 2,347,808 pounds of food products to 100 area partners.

The Second Helpings building is a vibrant and active one, fostering a collaborative work environment. The organization relies on a steady and dedicated volunteer corps that is in the building during most open hours, and it sees present and former culinary job training students coming and going regularly. Food and food culture are ever-present, and lunch is available on most days.

About the HR Manager

The HR Manager is a member of the finance team and is responsible for managing the HR functions including benefit administration, compliance management, compensation, training and staff development, performance management, and employee relations for the organization. The HR Manager will work with all employees throughout the organization and will be instrumental in developing a culture that is inclusive for all. The ideal candidate is trustworthy, empathetic, enjoys working with people, and demonstrates the flexibility to manage many situations and provide direction and/or feedback to both the management team and staff.

Responsibilities

- Manage, advise, and execute all benefits packages.
- Conduct compensation studies, make recommendations to CEO and senior leaders on compensation strategy consistent with the long-range financial plan and strategic plan.
- Remain current on compensation strategy through market analysis.
- Develop, implement, and monitor performance management system.
- Work closely with bookkeeper on additions and adjustments to payroll.
- Backup the bookkeeper on bi-weekly payroll processing through Paylocity.
- Ensure organizational compliance with employee policies and relevant labor laws, including monitoring and implementing new requirements as the organization grows.
- Coordinate annual compliance reporting for the 403b plan.
- Oversight of employee life cycle (recruiting, onboarding, and offboarding).
- Partner with management to develop, communicate, and implement HR policies.
- Partner with the DEI committee for policies and training.
- Maintain personnel files.
- Expand use of HR modules in Paylocity.
- Provide direct access to problem solving for staff, working with management team to address employee concerns.
- Assist with employee communication and feedback by monitoring organizational culture to ensure it is in alignment with organizational goals.
- Maintain standard operating procedures for HR and develop new ones as needed.
- Other duties as assigned.

Essential Requirements

- Performance management experience.
- Benefits administration and compensation management experience.
- Knowledge of labor laws and HR best practices.
- Employee relations experience.
- Demonstrated commitment to diversity, equity, and inclusion.
- Ability to build bridges and effectively collaborate across the organization.
- Knowledge of Microsoft Office products, including Teams, Excel, Word, and Outlook.
- Strong organizational and decision-making skills.
- Effective communication skills, both verbal and written.
- Excellent active listening, negotiation, and presentation skills.
- Ability to maintain a high level of confidentiality.
- A team player who will pitch in and help do what it takes to get a job done.
- Proactive, high-energy, and reliable.

Desired Qualifications

- Knowledge of Paylocity software preferred.

- Bachelor's degree preferred or minimum 5 years of proven progressive HR experience in a non-profit organization, or equivalent.
- Very strong interpersonal skills and the ability to build relationships.
- Demonstrated proactive approaches to problem-solving with strong decision-making capability
- Highly resourceful team-player, with the ability to work autonomously.
- HRCI and/or SHRM certification a plus.

How to Apply

Send resume and cover letter to apply@secondhelpings.org

Deadline for Applications: July 18, 2022

Second Helpings embraces diversity and equal opportunity. We are committed to building a team that represents a variety of backgrounds, perspectives, and skills. The more inclusive we are, the better our work will be.

Second Helpings maintains a policy that Equal Employment Opportunities be available to all persons without regard to race, gender, age, color, religion, national origin, ancestry, disability, citizenship status, sexual orientation, gender identity, military status, genetic information, and any other legally protected status. This means the organization does not discriminate in any aspect of employment based on any of these characteristics.

This policy applies to all applicants and employees through all phases of employment, including but not limited to hiring, promotion, treatment during employment, demotion, compensation, and termination of employment.