Job Title: Human Resources – Facilities Manager  
Job Type: Full-Time; Exempt  
Reports to: Vice President of Finance & Administration  

Purpose  
This position will provide overall strategic Human Resources leadership to the organization within the Finance & Administration Department. The Human Resources Manager will oversee the development and implementation of human resources policies, programs and services, including recruitment, selection, retention, legal compliance, employee benefits, employee relations, compensation, workers compensation, employee communications and staff events. In addition, the position includes facilities management and the coordination of the maintenance and services of the work facility to ensure the needs of the organization and staff are met.

Specific Duties:  
Human Resources  
• Maintains the integrity and confidentiality of employee files, ensuring completion and accuracy of details such as job classification, pay rates, organizational structure, and other related employment matters.  
• Oversees the annual review process including updating the forms and process as needed. Ensures that the process is constructive and performed in a timely manner.  
• Address staff inquiries, questions, or updates, including but not limited to payroll, benefits, time off, organizational policies, human resource records, state and federal regulations. Refer more complex inquiries to the VP of Finance & Administration or the President.  
• Support the recruitment process by working with the hiring manager to create and post job ads, maintain applicant tracking process, correspond with applicants, schedule interviews, coordinate onboarding and training and other recruitment activities as needed. Maintain accurate records of past jobs postings and applications.  
• Implement HR efforts that effectively communicate and support the foundation's values and culture.  
• Leads in the coordination of employee activities, retreats, and events, as well as any support needed during the activities or events and serves on the Inclusive Culture Committee.  
• Assists with the administration of employee benefits, which may include collecting and submitting employee information and notice of change in status to health, dental, life, disability, and other insurance carriers or insurance brokers.  
• Conduct or assist with record audits, mandatory reports, and surveys, which may include I-9 audits, payroll audits, and other compliance reviews.  
• Serves as backup to the Accountant, for the payroll process that includes importing, proofing, editing, processing, and transmitting all payroll wages, deductions and reimbursements.  
• Ability to collaborate with external benefits providers, which may include health, disability, and retirement plans in order to administer and support employee inquiries and policy options.  
• Maintains compliance with federal, state, and local employment laws and regulations, reviews policies and practices to maintain compliance.  
• Create and update HR policies as needed to follow compliance and best practices.
- Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law. Update Employee Handbook as needed.
- Supports the Leadership Team with professional development opportunities for the entire team.

**Facility Management**
- Lead contact for all vendors related to the 6 Sherman facility including but not limited to cleaning, landscaping, snow removal, security, window cleaning, utilities, internet, phones and the elevator.
- Monitor communications with the cleaning company and ensure cleanliness of building. Address any cleaning issues that may arise.
- Manage any tenants including contracts, terms, building access, and any communication needed.
- Maintain day-to-day operations of facility, such as delegating or completing maintenance orders, ensure a safe, clean, and functional environment.
- Assists with preparation of the yearly facilities budget for future building and remodeling projects.

Other duties as assigned.

**Knowledge, Skills and Abilities Required:**

Bachelor’s degree in human resources, Business Administration or related field required.

**Three to five years** of related work experience in Human Resources **required**; additional experience in facilities management a plus.

Ability to develop rough drafts, compose original and/or edit correspondence, including tables and forms, to ensure accurate punctuation, spelling, and grammar.

Extensive knowledge of office organizational operations as well as business standards and etiquette.

Knowledge and skill in utilizing Microsoft Office suite, Adobe Acrobat, ADP, CRM database (Community Suite preferred), Asana project management a plus.

Strong interpersonal skills are necessary to work cooperatively with others and interact effectively and courteously with a diverse group of staff members, vendors, donors, and community members.

Excellent negotiation and conflict resolution skills.

Analytical abilities necessary to proof and edit materials, calculate, and balance totals, maintain records and files, and organize and prioritize work assigned.

Exercises thoughtful and insightful judgment within areas of accountability.

Ability to handle confidential information in a professional manner.

Ability to prioritize and effectively manage time with many projects active at once.

Professional image, positive, upbeat, and enthusiastic with willingness to help in a team environment.

Takes initiative to continue professional development.

**Work Hours:** Monday through Friday 8:30 a.m. to 5:00 p.m. with a one-hour lunch. (37.5 hours per week).

**Pay Rate:** Competitive and commensurate with education and experience. The Foundation has a comprehensive benefit package and a 403b Retirement plan.