



**Job Title:** HUMAN RESOURCE MANAGER

**FLSA:** Exempt

**Full time:** 40 hours/week

**Hourly Rate:** \$ 58,240

**Supervisor:** Director of Administration & Finance

**Position Description:** The Human Resource Manager manages and advances the organization's human resource and office administration functions. This position partners with executive leadership to understand and execute the Organization's human resource and talent strategy, as well as cultivate consistent employee culture. The ideal candidate will be passionate about the mission of Mama's Kitchen; possess a collaborative spirit and enjoy an open work setting; and incorporate the highest levels of ethics and professionalism.

**Primary Responsibilities:**

1. Manages the employee life cycle including full cycle recruitment, benefits programs, termination and leave programs.
2. Advances learning and development programs, as well as initiatives that provide internal development opportunities for employees including performance management processes.
3. Maintains integrity of employee files, payroll software, and ensure accurate and timely processing of payroll.
4. Provides support and guidance to staff when complex, specialized, and sensitive questions and issues arise.
5. Maintain compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews policies and practices to maintain compliance, makes recommendations for improvement.
6. Manage office administrative functions service provider relationships, travel program and office resource systems.
7. Supports with human resource-related accounting operations as needed.
8. Honor agency policies and procedures

**Other Duties:** As assigned by Director of Administration & Finance

**Required Skills:**

1. More than one-year related work experience
2. Competency with Paycom software a plus
3. Competency with Quickbooks or other accounting software preferred a plus
4. Competency with computer skills - MS Office, Outlook, etc
5. Ability to perform general office procedures.
6. This position is multi-faceted, as are the programs of our organization; therefore, we require an individual who is highly organized, flexible, and pays meticulous attention to details.
7. Good written and oral communications skills
8. Able to work in multi-person and multi-activity office space.
9. Be able to lift 50 pounds.

### **Vision Statement:**

At Mama's Kitchen, we envision a community where all individuals with critical illnesses are no longer vulnerable to malnutrition.

### **Mission Statement:**

Mama's Kitchen believes that everyone is entitled to the basic necessity of life – nutritious food. Our services improve the health and well-being of individuals and families vulnerable to malnutrition due to critical illness.

### **Mama's Kitchen Core Values**

**Dignity and Respect:** Focus on the individual is at the heart of everything we do at Mama's Kitchen. Mama's Kitchen fosters a community where mutual respect and dignity are preserved by promoting humanity, compassion and empathy towards our clients, donors, volunteers and staff.

**Reliability:** Mama's Kitchen is resourceful, efficient, and flexible. Our clients tell us that reliability is what sets Mama's apart from other organizations.

**Integrity:** Guided by honesty, loyalty and a commitment to confidentiality, Mama's Kitchen is responsive to the needs of all our clients, volunteers, donors and staff. We pride ourselves in doing what we say we are going to do.

**Diversity:** Mama's Kitchen is an all-inclusive family. We foster a welcoming environment and embrace all members of the community without judgment.

**Team Work:** Mutual effort and unity are the ingredients that allow our mission to succeed.

### **Equal Opportunity**

Mama's Kitchen has a long-standing commitment to equal employment opportunity for all applicants for employment. Employment decisions including, but not limited to, those such as employee selection, performance evaluation, administration of benefits, working conditions, employee programs, transfers, position changes, training, disciplinary action, compensation, and separations are made without regard to race, color, religion (including religious dress and grooming), creed, national origin, nationality, citizenship status, domestic partnership status, ancestry, gender, affectional or sexual orientation, gender identity or expression, marital status, civil union status, family status, age, mental or physical disability (including AIDS or HIV-related status), atypical heredity cellular or blood trait of an individual, genetic information or refusal to submit to a genetic test or make available the results of a genetic test, military status, veteran status, or any other characteristic protected by applicable federal, state, or local laws.

**Please send Resume and cover letter to [jobs@mamaskitchen.org](mailto:jobs@mamaskitchen.org)**