



Full-Time Position

Organization:	Maggie's Place
Job Title:	Human Resources Manager/Board Liaison
Department:	Administration
Reports To:	CEO
Location:	Family Success Center, 4001 N. 30th St., Phoenix, AZ 85016

Position Description

Job Purpose: The HR Manager/Board Liaison will manage the day-to-day operations of the HR including but not limited to payroll, employee relations, training, benefits, compensation, organizational development, and staffing. In addition, as Board Liaison, this person will attend board meetings and provide BOD members reports/information when requested. This position reports to the CEO.

Responsibilities:

Human Resources

- Responsible for the full employment circle
- Responsible for all phases of staffing (job postings, interviews, background checks, fingerprinting(if required))
- Conduct on-boarding for new hires as well as new AmeriCorps members and submitting new hire paperwork to payroll
- Work with the hiring manager to develop a schedule of training for new hires
- Maintain the human resources information system (Employee Navigator)
- Responsible for approving timecards each pay period and submitting payroll information for processing to the payroll company. In addition, this position will be responsible for submitting payroll changes when they occur and maintaining PTO tracking
- Manage all benefits plans: Participate in the annual benefits renewal along with the CEO; responsible for conducting open enrollment and communicating any benefit changes to employees; submitting IRA information to vendor and updating benefit information in Employee Navigator
- Work with the senior leadership team in managing the annual review process including review forms and any salary changes
- Provide counsel and guidance to Maggie's Place managers on performance improvement plans or other corrective action when needed
- Maintain Employee Handbook/Policy Manual; make recommendations to executive management on changes; communicate to employees the changes and ensure proper compliance.
- Conduct exit interviews and evaluate issues if presented
- Maintain confidential employee HR files; file copies of independent contractor agreements
- Coordinate professional development activities related to HR matters
- Plan and conduct employee surveys at the request of the CEO
- Responsible for Workers Compensation administration and required reporting
- Coordinate TIC certification program for staff

- Responsible for employee activities including holiday and special employee events, employee appreciation, acknowledgement of birthdays and anniversaries
- Maintain knowledge of industry trends and employment legislation to ensure compliance with federal, state, and local legislation pertaining to all employment related matters
- Other duties as assigned

Board Liaison

- Act as the liaison to the Board of Directors by providing reports/information when requested
- Collect and upload documents from the various board members into the board portal
- Attend Board meeting to take minutes and to provide the final document to the CEO, Board Chair and Board Secretary for review
- Attend Board committee meetings if requested

Education/Experience:

- Bachelor’s degree preferred
- 3- 5 years of Human Resources experience with at least 1-2 years as a HR Manager

Qualifications:

- Excellent verbal and written communication skills
- Excellent critical thinking and problem solving skills
- Strong analytical skills, detail oriented and exceptional organizational and multi-tasking abilities
- Strong PC skills with Microsoft Office and Google docs
- Ability to handle confidential information
- Ability to meet deadlines in a fast-paced, quickly changing environment
- Desire to serve in mission driven non-profit.

Additional Requirements:

- Must possess or have regular access to a reliable vehicle on a regular basis.
- Must possess a valid Arizona driver license and active auto insurance.
- Must be able to comply and meet the national and state criminal background check, national sex offender registry, level one fingerprint clearance card, and a Motor Vehicle Records check as required by Maggie’s Place.
- Ability to lift 30 lbs is required.

Work Environment

- **On-Site** at the Family Success Center

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Employee Printed Name: _____

Employee Signature : _____

Date: _____