



Human Resource/Office Manager:

Reporting to the Controller, the Human Resource Manager is responsible for managing all aspects of employment for both full time and seasonal staff. In addition, this position also functions as the Office Manager and oversees office functions related to office equipment and office practices.

Key Responsibilities:

Human Resource

- Create job descriptions and facilitate on-going annual review of job descriptions
- Manage the recruitment and hiring process to include coordination of advertising for open positions, review of resumes, coordinate interviews in conjunction with the hiring manager/supervisor, conduct reference and background checks, draft offer letters
- Manage the on-boarding process for new employees
- Create framework for employee professional development plans and measurement tools
- Maintain up-to-date personnel information and files
- Process bi-weekly payroll via third-party payroll service (PEO) and prepare payroll reports for Controller
- Administer employee benefits in conjunction with CMFA
- Work with third-party payroll service (PEO) to coordinate worker's compensation claims, unemployment claims, and other required reporting as needed
- Oversee the bi-annual and annual employee performance review process
- Ensure management actions conform to employee handbook and labor laws
- Provide on-going training to managers and supervisors on hiring, HR requirements and regulations, and HR best-practices
- Track employee performance issues
- Participate in disciplinary and termination meetings
- Create policies and procedures
- Maintain employee handbooks and organization staffing charts
- Promote workplace safety and positive work environment
- Lead culture committee
- Support annual budget process through preparation of the annual compensation study for all full-time staff positions and the preparation of staff budget

Office Manager

- Manage office equipment/services contracts (copier, shredding, postage meter, office cleaning, etc.)
- Oversee the ordering of office supplies
- Coordinate bi-monthly staff meetings and Action Item tracking
- Coordinate the processing of IT requests from staff (software, equipment, and consulting)

- Oversee the Policy and Procedure Directory and Google Drive Directory and coordinate applicable training

Qualifications and Requirements:

- Bachelor's Degree in Human Resource Management or related field
- A minimum of five years of human resource experience
- Maintain confidentiality and discretion
- Highly detailed oriented, able to work independently, multi-task, and enjoy working with all levels of staff
- Excellent skills in verbal and written communications
- Excellent problem-solving skills
- Computer literacy in Microsoft Office (strong emphasis in Excel) and Google products

Please send a resume and cover letter to Bernadette Dowling at bernadette@freemanfoundation.org.

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