



Care and Share Food Bank for Southern Colorado

Division/Department: 10-Administration

Location: Colorado Springs

Job title: Director of People and Culture

Reports to: Chief Financial Officer

Status:
Salary

Type of position:
 Full-time
 Part-time
 Contractor
 Intern

Hours: 40hrs/week
 Exempt
 Nonexempt

Position Summary:

To perform activities related to producing and maintaining a healthy culture where employees can thrive. Overseeing recruiting, onboarding, benefits, payroll, and training.

Duties and Responsibilities:

- Perform onboarding and orientation tasks for new hires
- Create and manage an employee relations program to increase employee satisfaction and retention
- Process bi-weekly payroll, maintain all employee information in payroll system, including addresses, contact information, time off and benefits etc. in a current state at all times
- Manage the renewal and enrollment of the benefits package for eligible employees
- Manage compliance and reporting of benefits including the Affordable Care Act
- Manage workers' compensation claims
- Execute and manage the annual employee engagement survey and other surveys, as needed
- Assist with coordination of staff events
- Respond to questions or complaints from employees in a timely fashion
- Maintain employee records including confidential files
- Manage safety and training to create a safe workplace for all employees
- Perform offboarding tasks for departing employees
- Perform other duties and tasks as requested by the CFO

Work experience requirements:

- Bachelor's Degree in Human Resources or related field required
- SHRM Certification required
- 5+ years' experience in human resources department
- Strong understanding of the interviewing process, benefits administration, compliance, payroll, and other HR functions
- Excellent verbal, written, and interpersonal communication
- PC proficient, intermediate to advanced Microsoft Word and Outlook knowledge. Experience with HR platforms is a plus
- Ability to multi-task, work under pressure, problem solve and meet deadlines is required
- Ability to work independently with minimal supervision and as part of a team

If interested, please respond with a cover letter and resume to Mary Lasch at MaryL@careandshare.org. Internal posting will close at 5pm on Monday, September 14, 2020. Thank you.