



## 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 with dotted line to President

**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:**

- Oversee all aspects of employee relations; ensure Company policies are administered fairly and consistently. Provide consultative support to managers and supervisors
- 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
- Ensure legal compliance with all applicable local state and federal employment laws, including but not limited to FLSA, FMLA and ADA
- Participate in budget planning
- Manage workers' compensation and unemployment 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

Pay Range: \$60,000 - \$75,000 / year

Benefits include: Medical, Dental, Vision, Retirement

**If interested, please respond with a cover letter and resume to Zac Egeler at [zac@careandshare.org](mailto:zac@careandshare.org).  
Internal posting will close at 5pm on Thursday, April 29, 2021. Thank you.**