

JOB ANNOUNCEMENT

HUMAN RESOURCE MANAGER

The Boys & Girls Clubs of the Twin Cities, a youth serving agency in Minneapolis and St. Paul which provides programs in social development, athletics, education and the arts, seeks a part-time Human Resources Manager. This position reports to the President and will work twenty hours per week. The work location is at the Administration Center 6500 Nicollet Ave. South, Minneapolis, MN.

GENERAL FUNCTION:

The Human Resource Manager is responsible to manage and administer Human Resource functions including; recruiting, compensation, benefits, employee relations, performance management, training, and staff development.

ESSENTIAL FUNCTIONS:

- Establish and implement policies and procedures for the effective management of human resources, ensuring compliance with federal, state and local regulations as well as Boys & Girls Club mission and values
- Drive proactive strategies for resolving employee concerns
- Ensure all new employees have orientation
- Provide supervision and leadership to the creation, execution and evaluation of a comprehensive strategic plan that addresses all aspects of human resource development
- Manage and oversee the salary administration program, workers compensation, performance management, recruitment & selection of employees and unemployment
- Assist in managing the Club's benefits by securing annual provider bids, train staff on benefits, act as the liaison with the benefit companies and help employees with benefit questions
- Develop and implement the organization's training plan including providing training
- Manage the EEOC efforts of the organization
- Provide reports as required to the President, the Board and Human Resource Committees
- Facilitate the Board's Human Resource Committee by organizing meetings, developing agendas, and completing work as assigned by committee members
- Develop and manage the department's budget
- Communicate effectively with the community, Board, donors, staff and members
- Function as part of the Senior Management Team
- And other duties as assigned

EDUCATION / EXPERIENCE / SKILL REQUIRED:

Four-year degree and experience in Human Resources or related field required. Candidate should have experience working as a Human Resource generalist. Must have the ability to supervise staff, have strong organizational skills, excellent verbal and written skills, ability to prioritize tasks, deal with a wide variety of stakeholders and communicate effectively. Position requires occasional work outside normal business hours and moderate travel is required. Must be computer efficient in all Microsoft Office applications.

HOURS: Part Time – Twenty to Twenty-five Hours Per Week

SALARY: \$25 - \$30 Per Hour, No Benefits

TO APPLY: Email your resume and cover letter to:

Joselyn Wilson, Project Manager
jwilson@boysandgirls.org