



## HUMAN RESOURCES MANAGER

### **ABOUT HOT BREAD KITCHEN:**

Hot Bread Kitchen is a non-profit social enterprise that creates economic opportunity through careers in food. We achieve our mission through our two main programs: Bakers in Training, an intensive, paid on-the-job training program in bread-baking for low-income and immigrant women who face significant barriers to employment; and HBK Incubates, a culinary incubator that provides licensed commercial kitchen access and business development support for food entrepreneurs.

### **JOB DESCRIPTION:**

Hot Bread Kitchen seeks a Human Resources Manager to oversee all activities related to the organization's human resources needs, including, but not limited to, employee relations, recruiting and onboarding, payroll and benefits administration, maintenance of employee records, and performance management. The ideal candidate will have a minimum of five years' experience in human resource management and a basic understanding of employment law principles, as well as an interest in and preferably experience working in HR with a social enterprise or a mission-driven organization. An understanding of the needs of a diverse workforce is a plus, as is the desire to spearhead the creation of a revamped human resources presence from the ground up. Strong diplomacy skills and written and oral communication skills are also important.

Responsibilities include:

- Manage Hot Bread Kitchen's employee relations, including providing support to employees and overseeing disciplinary matters.
- Work closely with the finance team to address payroll related matters.
- Oversee benefits administration for the organization's full- and part-time employees, and serve as primary point-of-contact for inquiries related to (but not limited to) health insurance, retirement, and employee leaves.
- Manage the organization's recruiting process, including job description development, applicant tracking, interview coordination and employee onboarding.
- Create and provide trainings for managerial staff on various employment topics.
- Perform periodic review and maintenance of organizational HR policies, including employee handbooks and benefits policies.
- Partner with the Finance team to analyze the organization's existing compensation structure for consistency and competitiveness; make recommendations to senior management on potential improvements.

- Provide analysis and recommendations for organizational growth initiatives.
- Lead the research and vetting of new benefits service providers, and serve as the primary liaison for existing provider relationships.
- Work with outside counsel to address employment law concerns.
- Ensure compliance with all HR- and payroll-related regulations.
- Develop process for streamlined digital storage and maintenance of employee files.
- Assist in the formation, launch and administration a new business arm of the organization, including identifying founding members, participating in the creation of a feasibility study and a business plan, and writing and delivering a curriculum of training to founding members.
- Develop and oversee programs related to staff appreciation and organizational culture including monthly staff recognition events and all-staff meetings
- Play an integral part in rolling out a new employee performance management system and developing professional development plans and programs that are aligned with goals.

Preferred Skills & Experience:

- B.A. or M.A. in Human Resources, Business, Public Administration, or other related fields (or commensurate practical experience)
- A minimum of five years of progressive experience in Human Resources field
- Experience handling issues related to employee benefits and compensation, organizational planning, employee relations and recruiting
- Outstanding relationship building and professional communication skills
- Exhibits compassion and warmth that encourages strong relationships
- Analytical thinker who approaches challenges with an optimistic, can-do attitude
- Excellent computer skills in a Windows-based environment
- Proven track record of efficient time and project management, and the ability to work independently in certain situations with little to no direct supervision
- Appetite for working in a fast-paced, constantly-evolving work environment
- Commitment to Hot Bread Kitchen's mission of empowering low-income, foreign-born women and NYC food entrepreneurs

Schedule:

This position is currently contemplated as full-time; however, if desired, we will consider a flexible or reduced-hours schedule for a candidate who possesses the ideal skills and experience.

**TO APPLY:**

Applications must include a cover letter, resume, and salary requirements and should be sent to: [HR@hotbreadkitchen.org](mailto:HR@hotbreadkitchen.org). Please include "Human Resources Manager - Your Name" in the subject line. Hot Bread Kitchen is an equal opportunity employer and is committed to promoting a diverse workplace.

Position Posting Date: 7/12/2017