



## HR Coordinator & Office Manager

### ABOUT HOT BREAD KITCHEN

Hot Bread Kitchen's mission is to create economic mobility for individuals impacted by gender, racial, social, and/or economic inequality in New York City, historically using the vibrant potential of the food industry as a pathway forward. We seek to expand skills, connections, and life-changing opportunities for talented women and small businesses.

### JOB OVERVIEW

At Hot Bread Kitchen, the HR Coordinator and Office Manager provides general administration and coordination for all staff in matters related to Human Resources, including onboarding, benefits management, recruitment and performance management, as well as day-to-day organizational support for issues related to office administration.

As the HR Coordinator and Office Manager, you'll be someone who is able to work both independently and across the organization in a collaborative manner, demonstrating high levels of flexibility and an understanding of handling sensitive issues. You will uphold the organizational principles and support the company's mission and vision.

### General Responsibilities

- Maintaining a safe and secure working environment and acting as a resource for all staff members
- Partnering with Hot Bread Kitchen's PEO for human resources, payroll and benefits management
- Reviewing and updating the company's employee handbook
- Coordinate recruitment, onboarding and offboarding processes
- Supporting new people, spaces and recognitions policy implementation and processes
- Maintain HR related files, including the staff resources folder and the company organization chart
- Point person for office supply needs, mailing and shipping, non-facilities equipment and maintenance, bills, and errands
- Managing technology needs/issues across the organization and supporting contract and price negotiations with contract employees, office vendors & service providers
- Organizing monthly staff meetings, social gatherings, and the company calendars
- Coordinate with the kitchen manager to address concerns related to kitchen facilities
- Provide varying levels of support for special projects as assigned (i.e. program support)

### Qualifications

- 2-3 years relevant experience
- Commitment to diversity, equity, and inclusion (DEI), and Hot Bread Kitchen's mission and values
- Excellent relationship-building skills and project management abilities to drive cooperation and collaboration (in person and online)
- Extremely organized and attentive to detail
- Excellent communication skills, both written and verbal and interpersonal skills



- General computer proficiency in Microsoft Office, Google platforms, and productivity software

#### **Compensation and Benefits:**

This is a full-time position with eligibility for benefits including paid vacation and holidays, paid sick leave, health/dental/vision packages, short-term disability, and retirement savings. Salary is commensurate with experience within the range of \$60,000 - \$65,000.

#### **Location**

This position is a hybrid of remote work and the ability to be onsite as needed. Our offices in Brooklyn (Flushing G and J/M) are open in line with city, state, and organizational guidelines.

#### **To Apply**

Applications must include a cover letter & resume and should be sent to: [hr@hotbreadkitchen.org](mailto:hr@hotbreadkitchen.org). Please include "HR Coordinator & Office Manager - Your Name" in the subject line.

*Hot Bread Kitchen is an Equal Opportunity Employer and does not discriminate against applicants based on race, religion, color, disability, medical condition, legally protected genetic information, national origin, gender, sexual orientation, marital status, gender identity or expression, sex (including pregnancy, childbirth or related medical conditions), age, veteran status or other legally protected characteristics. Any applicant with a mental or physical disability who requires an accommodation during the application process should contact [hr@hotbreadkitchen.org](mailto:hr@hotbreadkitchen.org) to request such an accommodation*