



JOB ANNOUNCEMENT

Human Resource Manager (Full-Time Remote)

About Brighter Bites

Brighter Bites is a nonprofit that creates communities of health through fresh food with the goal of changing behavior among children and their families to prevent obesity and achieve long-term health. Brighter Bites is an evidence-based, multi-component elementary school, preschool, and summer camp program that utilizes reliable access to fruits and vegetables, nutrition education, and consistent exposure to recipes and messages that feature fresh food. To learn more about Brighter Bites visit <https://brighterbites.org>.

Role

The Human Resource (HR) Manager provides essential support for all the key human resources functions at Brighter Bites. This role will enhance the human resource department by planning, implementing, and monitoring employee relations, policies, programs and practices. HR Manager must be a strategic thinker and help drive an inclusive and diverse culture. HR Manager reports directly to the Vice President, Finance & HR.

Position Description

- Manage the current PEO relationship on all time management systems, training portals, payroll, employee benefits, LOA administration, and employee hiring and separations
- Ensure compliance with federal, state, and local employment laws and regulations, and organizational policies to support legally mandated reporting requirements
- Complete the lifecycle of the new hire onboarding that includes sending offer letters, new employee files, I-9 documentation, training for new managers
- Report new hire information to appropriate internal stakeholders for computer set-up, training and pre-arrival functions
- Coordinate all aspects of internal hiring, scheduling and candidate interviews for National team
- Conduct background checks and verify references when needed
- Process terminations and updates to the system
- Maintain active and terminated employee files
- Serve as back-up to the Financial Analyst for processing biweekly payroll
- Assist with preparation of audit schedules and supporting documentation
- Act as front-line human resources contact for employees in variety of functions, departments and all levels within the organization
- Create and implement employee policies as needed, including policies relating to national health concerns
- Coordinate with managers to create/update job descriptions
- Support talent development including performance management (annual review process and compensation review), professional development, climate surveys, and 360 reviews
- Facilitate open enrollment process for employee benefits program
- Manage compensation analysis periodically, as well as for new positions

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- Generate a variety of personnel reports as needed for various stakeholders, including maintaining org chart
- Serve as a Co-Chair for the Diversity, Equity and Inclusion Advisory Council, as the Human Resource representative; attend monthly Council meetings and sub-committee meetings
- Performs other related duties as assigned by management

Requirements

- Desire and passion to work with a mission-driven organization related to children and families
- Excellent written, oral and interpersonal communication skills
- Demonstrates high degree of professionalism in communication and attitude
- Ability to multi-task, make quick decisions, adapt to change and work in a team oriented, fast paced environment
- Natural problem solver and analytical thinker
- Proven success in managing budgets and fiscal resources
- Ability to multi- task, manage multiple projects and anticipate needs before they arise
- Experience working with a PEO is preferred
- Bachelor's Degree in HR or a related field is preferred
- 3-5 year of experience preferred

Salary Range: \$70,000-\$78,000

Brighter Bites provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

***To apply, please send resume and cover letter to
Gouri.Kulkarni@brighterbites.org
with "Human Resource Manager" in the subject line.***