



## Job Description

Job Title: Human Resources Manager  
Department: Finance  
Reports To: VP of Finance  
FLSA Status: Full-time / Exempt  
Compensation: \$55,000-\$62,000

### SUMMARY

The **Human Resources Manager** will be responsible for coordinating the organization's Human Resources functions to include compensation and benefit administration, developing recruitment strategies, employee training and development, legal compliance, and employee engagement and workforce safety.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Compensation and Benefit Administration
  - Develop an employment payment plan based on local, state, and federal data
  - Administer an employee benefits package
  - Manage the HR software
  - Prepare payroll budgets and implement pay structure revisions
  - Help form attractive employee compensation and benefits program
  - Oversee payroll for the organization in conjunction with the finance team.
  
- Staffing and Recruiting
  - Maintain the work structure by updating job requirements and job descriptions for all positions
  - Support the organization's staff by establishing screening and interviewing process
  - Counsel hiring managers on candidate selection
  - Conduct and analyze exit interviews and make actionable recommendations based on data
  
- Legal Compliance
  - Ensure legal compliance by monitoring and implementing applicable human resource federal and state requirements and conducting investigations
  - Represent the organization at hearings when necessary
  - Develop and implement HR strategies and initiatives aligned with the overall business strategy
  - Enforce management guidelines by preparing, updating and recommending human resource policies and procedures
  - Retain historical human resource records by maintaining a filing and retrieval system and keeping past and current records

- Help organization achieve better employee relations
- Assist in developing and documenting processes and policies
- Training and Development
  - Create and manage a performance appraisal system that drives effective development
  - Assess training needs to apply and monitor training programs within the human resources department
  - Design training programs based on practical methods that include new learning technologies and training facilitators
  - Arrange seminars, workshops, and conferences based on each department's needs
  - Organize and deliver a comprehensive new employee orientation and engage new staff onboarding
  - Plan training sessions for sensitive subjects such as diversity and sexual harassment
  - Manages Commons area rental space
- Employee Engagement
  - Nurture a positive working environment/culture with programs to encourage employee engagement
  - Schedule and conduct job evaluations and take action to improve employees' experience
  - Bridge management and employee relations by addressing demands, grievances, or other issues
- Workforce Safety
  - Implement workplace safety procedures and execute best practices to manage risk
  - Comply with MiOSHA regulations.

#### MANAGES

- Receptionist

#### EDUCATION AND EXPERIENCE

- Bachelor's Degree in Human Resources, Business or related degree or equivalent experience
- HR certification preferred
- 3+ years Human Resources experience required
- Nonprofit experience preferred
- Microsoft Word, and Excel proficiency required.
- Microsoft Outlook and SharePoint preferred.

#### KNOWLEDGE, SKILLS, AND ABILITIES QUALIFICATIONS

- Excellent written and verbal communication skills and ability to communicate effectively with both internal and external customers in a professional manner.
- Highly organized and able to deal with a high volume of data.
- Excellent negotiation skills

- Employee Training and Development
- Multi-tasking
- Strong work ethic
- Attention to detail.
- Organization and planning
- Problem analysis and problem-solving
- Dependable
- Proactive
- Adaptable
- Innovative
- Strong team player
- Work well in a collaborative environment.

#### COMMUNICATION SKILLS

Ability to communicate in writing and verbally in a professional and passionate manner to all types of individuals.

#### CERTIFICATES, LICENSES, REGISTRATIONS

Valid Michigan Driver's License

#### PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk; sit; and use hands to finger, handle, or feel. The employee is occasionally required to reach with hands and arms. The employee must occasionally lift and/or move up to 15 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and ability to adjust focus.

#### BENEFITS

- Competitive salary and comprehensive benefits package.
- The opportunity to make a significant impact on the lives of low-income families.
- Be part of a mission-driven organization with a strong commitment to community.
- Professional development opportunities and support for continued education.

ICCF Community Homes is an equal opportunity employer. We value diversity at our organization and do not discriminate on the basis of race, religion, color, national origin, gender, sexual orientation, age, marital status, veteran status, or disability status.

To apply: Please send a cover letter and resume to [hr@iccf.org](mailto:hr@iccf.org). ICCF Community Homes is an EOE employer.