



## **Open Arms of Minnesota Job Description: Human Resources Manager**

**Open Arms of Minnesota (OAM)** is a nonprofit that prepares and delivers healthy, nutritious food to people living with life-threatening illnesses. Our mission: by providing food as medicine, we nourish our clients and build community. In our state-of-the-art kitchen, OAM staff members and more than 6,600 volunteers create meals specifically designed for our clients' nutritional needs. We use fresh and, whenever possible, organic ingredients, including produce from our own Open Farms gardens. Volunteers deliver the meals throughout the Twin Cities metro area to approximately 3,000 clients, caregivers, and dependents annually, providing nourishment and hope for families dealing with life-threatening illnesses. There are no fees for any of Open Arms' services. Open Arms is a volunteer-driven organization and is culturally unique in our high commitment to an excellent volunteer experience.

To learn more, visit [www.openarmsmn.org](http://www.openarmsmn.org)

**Open Date:** June 9<sup>th</sup>, 2022

**Closing Date:** Until filled

### **Position Overview:**

This full-time salaried position contributes to the fulfillment of Open Arms' mission by providing support to the key functions of Human Resources Department such as hiring, orientation, benefits administration, employee relations and payroll. Under the supervision of the Senior Director of Human Resources, this role will coordinate HR projects and processes for the Organization. This position will have extensive employee contact and will work behind the scenes to create better systems and processes that will enhance the employee experience. This position will promote and advance Diversity, Equity and Inclusion in the organization.

The successful candidate will be expected to take over additional HR responsibilities from the Senior Director of Human Resources. It is key that the candidate possesses initiative, independent decision-making and sound professional judgment. The ideal candidate will have solid HR generalist experience.

As with all OAM staff positions, this position is responsible for helping ensure volunteers and interns have an exemplary experience during all interactions with Open Arms and is expected to consistently maintain a high level of customer service to all guests, clients, and fellow team members.

## **Primary Job Responsibilities:**

- Be knowledgeable of HR process and/or procedures to be able to assist with employee inquires.
- In collaboration with the Senior Director of Human Resources, manage the recruitment process including job postings for open positions, interview process and communication, drafting and sending job offers, and completing the background verification process.
- Assist with new-hire procedures, including organizing employee orientation, creating new employee files, administering employee handbooks, and ensuring all necessary paperwork is properly filled out.
- Manage the benefit enrollment process for new employee and during Open Enrollment and assist employees with benefit questions.
- Assist in creating maintaining electronic and physical employee files to ensure accuracy and compliance.
- Execute all employee termination procedures.
- Support with the implementation of DEI initiatives.
- Coordinate projects, write letters and reports as directed by Senior Director of Human Resources.
- Assist with the reporting and management of worker compensation claims.
- Assist with HR Department communications and employee messages.
- Assist with employee recognition and appreciation efforts/events.
- Manage employee timecard review and conduct biweekly payroll processing.
- Act as primary administrator and expert for HR systems, including HRIS database.
- Support with special HR projects and other administrative/clerical duties as needed by Senior Director of Human Resources.
- Help ensure Open Arms provides an outstanding experience for all volunteers by regularly seeking out meaningful and positive interactions with them and maintaining a positive, friendly, and helpful attitude at all times.
- Other related duties as assigned.

## **Requirements:**

- 3+ years of relevant HR experience.
- Experience in a non-profit or other mission driven organization preferred.
- Experience with payroll administration preferred.
- Valid drivers' license preferred.
- Work in-office; telecommuting is not offered at this time.
- Understanding and observing discretion/confidentiality requirements.
- Strong customer service skills with internal and external stakeholders.
- Great organizational skills and ability to adapt quickly to the changing needs of the organization.
- Able to keep calm in demanding, busy situations.

- Ability to work with flexibility, efficiency, and enthusiasm, both individually and as part of a team in a fast-paced, high-demand environment.
- Ability to contribute to a positive team environment.
- Strong problem-solving skills.
- Strong ability to work in a fast-paced, high-pressure setting.
- Extremely detail-oriented, well-developed organizational skills and ability to handle multiple projects at the same time.
- Strong administrative and computer skills.
- Proficiency in standard office software programs (Office, PowerPoint, etc.).
- Ability and flexibility to work in two different sites.
- Ability to adhere to attendance and punctuality requirements.
- Ability and flexibility to work during hours of operations, including evenings and weekends.
- Sensitive and commitment to diversity and able to work respectfully with wide array of co-workers and members of the community.
- A passion for the mission and values of Open Arms.

**Physical Requirements:**

- Ability to communicate verbally and in writing in English.
- Able to operate standard office equipment (such as telephone, computer, printer, and copy machine).
- Able to sit for long periods of time.
- Ability to talk and hear, and to communicate verbally and in writing in English.
- Ability to review and reply to documents and information on computer screen as well as to use a computer and variety of software programs.

**Reports To:** Senior Director of Human Resources

**Location:** Minneapolis, MN 55404

**Compensation Range:** \$55,000 - \$60,000 annually

**Location:** Minneapolis, MN 55408

**Hours:** Full Time

**To Apply:**

Please send resume and cover letter detailing pertinent experience to:

**OAM HR**

- Email: [jobs@openarmsmn.org](mailto:jobs@openarmsmn.org)
- Fax: 612.872.0866
- Mail: 2500 Bloomington Avenue S, Minneapolis MN 55404
- NO CALLS PLEASE

**Benefits:**

This position is eligible for an excellent comprehensive benefits package that includes medical/dental/life/ STD/LTD insurance, and personal time off (PTO), retirement plan with employer match program. Employee-paid vision plan is also available.

Open Arms of Minnesota is committed to hiring and fostering a diverse and inclusive workforce that leverages the skills and talents of all employees in our organization, regardless of race, gender, national origin, age, religion, sexual orientation, gender identity, familial status, disability, or socioeconomic status. We encourage diverse candidates to apply for this position.

**Equal Opportunity Employer**