



Job Description – Human Resources Manager

Reports to:	Executive Director
Supervises:	None
Exempt Status:	Exempt
Work Schedule:	Full-Time. Monday through Friday, 8:00 a.m. to 5 p.m. Occasional evening and weekend work may be required as job duties demand.

Bright Beginnings, Inc. is non-profit organization that operates early childhood and family learning centers for families experiencing homelessness. Our mission is to meet the needs of children and families living in homeless environments by: providing children with a safe, nurturing educational environment; preparing children to enter kindergarten ready to learn; and supporting homeless parents to stabilize their home lives and become self-sufficient.

Summary: The Human Resources Manager is directly responsible for the overall administration, coordination and evaluation of the human resource function. This position carries out responsibilities in the following functional areas: benefits administration, employee engagement, training, compensation, administration, employee performance management, onboarding, policy implementation, recruitment, affirmative action and employment law compliance.

Essential Duties:

1. Responsible for translating BBI's organizational strategy into HR strategy, and organizational needs into HR solutions;
2. Develops and administers human resources plans and procedures for all company staff;
3. Recommends employee relations practices necessary to establish a positive employer-employee relationship and promote a high level of employee engagement and motivation
4. Develops and implements org-wide training for managers on human resources functions such as recruitment, leave administration, employee performance evaluations and employment law compliance;
5. Implements and annually updates the compensation program; rewrites job descriptions as necessary; conducts annual salary surveys and develops merit pool (salary budget); analyzes compensation; monitors the performance evaluation program and revises as necessary;
6. Develops, recommends and implements personnel policies and procedures; prepares and maintains handbook on policies and procedures; performs benefits administration to include claims resolution, change reporting,

- approving invoices for payment, annual re-evaluation of policies for cost-effectiveness and open enrollment;
7. Responsible for developing and maintaining processes to respond to government required reports such as EEO-1, OSHA and all employer required records, reports and logs;
 8. Manages recruitment effort for all exempt, nonexempt and temporary workers; writes and places advertisements; works with supervisors to screen and interview candidates; conducts reference checking; extends job offers; conducts new-employee orientations; conducts exit interviews;
 9. HRIS Administration;
 10. Evaluates reports, decisions and results of department initiatives in relation to established goals. Recommends new approaches, policies and procedures to effect continual improvements in efficiency of department and services performed;
 11. Manages organization response to all administrative hearings concerning the employer/employee relationship to include EEOC, Unemployment Insurance, NLRB, etc.;
 12. Ensures compliance with all federal, state and local employment laws.

Note: Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Competencies

1. Business Acumen
2. Ethical Practice
3. Global & Cultural Awareness
4. Human Resources Expertise
5. Relationship Management

Qualifications:

1. Mission and culture alignment;
2. A bachelor's degree and three to five years of HR experience; SHRM certification preferred;
3. Excellent organizational, time management and communication skills.
4. Strong written and verbal communication;
5. Knowledge of leadership theory and change management preferred;
6. Strong analytical skills with experience providing data analysis to both technical and non-technical audiences;
7. Track record of establishing effective working relationships with colleagues at all levels across teams;
8. Must have the ability to maintain a cooperative, diplomatic working relationship with co-workers, supervisors, families and the community;
9. Must demonstrate flexibility in work settings, maturity of judgment and ability to work collegially;

Bright Beginnings Inc.
3418 4th Street, Washington, DC 20032
Tel: (202) 842-9090; Fax: (202) 842-9095
Equal Opportunity Employer and Provider.

10. Strong computer skills with expertise in Windows-based programs, such as the Microsoft Office Suite;
11. Must have DC local and Federal criminal record clearance, Child Protective Register check status and substance abuse testing; and
12. Documentation of Tuberculin-free condition and health screening on an annual basis.