

## **HUMAN RESOURCES MANAGER**

*Building Futures is an Alameda County leader providing a safety net of services to help individuals and families rebuild safe and stable lives free from homelessness and family violence. At Building Futures, we believe everyone deserves a safe place to call home. We operate three emergency shelters; a full spectrum of domestic violence support services; a supportive housing site; and multiple housing programs.*

We are currently looking for a Human Resources Manager who will work out of our administrative office in San Leandro. This full-time position, reporting to the Executive Director, is responsible for human resources for the Agency. Additionally, this position oversees the Inter-site Coordinator who handles the needs of technology services and provides general office administration and support for the business center and program sites.

### **Primary Responsibilities:**

#### Human Resources

- Manage the recruitment and hiring process for all sites
- Ensure a successful onboarding experience for new hires
- Track and maintain employee data and personnel files
- Manage performance reviews, discipline and termination process with employees
- Prepare all exit/termination packages
- Administer benefits programs, including health, dental, vision, HSA, and life insurance
- Manage employee relations issues and concerns, and employee communication
- Handle workers compensation
- Ensure compliance with state and federal laws
- Responsible for employment policies and handbook

#### Technology and Information Management

Supervise the Inter-site Coordinator who is responsible for:

- Working with IT tech support consultants for the sites and the agency's business center
- Responding to requests for telephone and tech support from sites
- Communicating to staff on implementation of any new information technology procedures
- Overseeing the purchase and installation of new equipment and ensuring regular maintenance through service contracts, warranties, etc.
- Maintaining an inventory of all information technology including agency hardware and software

#### Administration

Supervise the Inter-site Coordinator who is responsible for:

- Effective functioning of office systems and supplies, including incoming and outgoing mail, client reception, trash and recycling, and landlord relations
- Providing board support, including preparation and distribution of meeting documents, correspondence and communications

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- Managing miscellaneous corporate filings or paperwork and ensuring timely responses to all agency correspondence
- Drafting policies and procedures (or revisions) for office systems, such as security, maintenance, mail distribution, and once adopted, monitoring their implementation
- Managing business center functions such as petty cash, building key distribution, employee phone directory updates, etc.

**Skills & Abilities:**

- Strong computer and Excel skills required
- Ability to organize and prioritize workload
- Culturally aware and able to effectively relate to a diverse group of staff, clients and service providers
- Excellent verbal and written communication skills
- Strong team player

**Education & Experience:**

- BA in Human Resources or closely related field
- At least two years of experience in HR including recruitment, employee relations, benefits, employment compliance, and workers comp.
- Non-profit office management experience with multiple sites a plus
- Certification from SHRM or HRCI a plus

**Working Environment:** At BFWC, teamwork is very important. We support each other, with all staff helping out when needed. We also encourage and respect a work/life balance.

If you are interested in working for an organization that really makes a difference in the world, this is your chance!

**To Apply:** Please send resume, cover letter and salary requirements to:  
jjangrimes@comcast.net

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