



Human Resources Manager

About Big Brothers Big Sisters (BBBS) of Miami

BBBS of Miami is an award-winning, innovative organization that ignites the potential within each child and advocates for them to explore the endless possibilities of what they can accomplish.

Our Vision

All youth achieve their full potential.

Our Mission

Create and support one-to-one mentoring relationships that ignite the power and promise of youth.

Since 1958, BBBS of Miami has been South Florida's premier mentoring organization, preparing future leaders in the community by matching youth (Littles) with committed adult mentors (Bigs). These relationships empower Littles to become productive members of the community.

POSITION PURPOSE

The Human Resources Manager is an important member of the organization's leadership structure and will be expected to collaborate with other leaders throughout the organization to build sustainable people strategies. In this regard, the Human Resources Manager will be responsible for planning, coordinating, and managing the administrative functions of the organization's Human Resources Department. The Human Resources Manager will help motivate and encourage employees at all levels of the organization when it comes to delivering the best possible support to its Bigs and Littles. The Human Resources Manager will also help revamp the organization's volunteer program and oversee its execution.

Key Relationships:

The Human Resources Manager reports directly to the Executive Vice President, Operations.

Core Responsibilities:

The Human Resources Manager will be responsible for but not limited to the following:

- Foster a growth oriented, positive, and encouraging environment while keeping employees and management accountable to organization policies, procedures, and guidelines.
- Work with the Executive Vice President, Operations to identify ways to streamline and create greater efficiency in the organization's people processes.
- Process bi-weekly payroll in collaboration with the Finance Department, which includes all data entry for new hires, terminations, and relevant employee updates.
- Maintain all job descriptions including by refreshing them as needed.



- Oversee the organization's recruiting function including by reviewing all applications/resumes for job openings, screening candidates as needed and forwarding a shortlist of candidates to the appropriate hiring manager.
- Complete all background checks for potential hires and monitor results to ensure the organization's standards for employment eligibility are met.
- Coordinate new hire orientations and new hire paperwork,
- Conduct benefit meetings for all newly eligible employees and, with support from the organization's benefits broker, act as an on-going resource.
- Create and maintain all personnel files electronically.
- Coordinate midyear and annual performance management process.
- Act as a resource to employees regarding questions about policies/procedures and workplace disputes that may arise.
- Create learning and development programs and initiatives that provide internal development opportunities for employees.
- Oversee employee disciplinary meetings, terminations, and investigations.
- Maintain compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews policies and practices to maintain compliance.
- Provide input and guidance on the organization's volunteer program in a way that is compliant with local and federal background check laws.
- Work with the Finance Department to ensure that all HR-related invoices are timely paid.
- Support Agency staff on any other activities needed to achieve the people strategy of Big Brothers Big Sisters of Miami.

Personal Qualities and Key Credentials:

- Bachelor's degree in business or related field
- Completed a successful working experience in the human service field or in the corporate sector with a strong Human Resources background with a minimum of seven years' experience
- A strong knowledge of Human services, philosophy, principles and methods, and an ability to use this knowledge effectively in social service environment
- An ability to establish positive staff and professional relationships
- A flexible self-starter with strong administrative, organizational and leadership skills
- Strong ability to maintain confidential information
- Strong written and verbal communication skills
- Ability to offer innovative approaches to long-standing policies and practices
- Approachable, kind, and compassionate
- Bilingual in Spanish and/or Creole is a plus, but not required

Work Environment/Physical Requirements:

- Routine office environment with flexible work hours to meet the organization's needs
- Must be able to remain in a stationary position at least 50% of the time



- Must be able to move about the inside of the office
- Must be able to exchange accurate communication
- Must be able to operate office productivity machinery (i.e. computer, copier, etc.)
- Must be able to lift office equipment up to 25 pounds

Location:

This position is based in Miami, Florida, at BBBS of Miami's headquarters at 550 NW 42nd Avenue Miami, FL 33126 with 5% of total work time traveling.

Compensation:

The Human Resources Manager is a full-time exempt position. This position is supervised by the EVP, Operations. The salary for this position is between \$70,000 - \$80,000 depending on experience. BBBS of Miami positions involve regular computer use plus some minimal lifting.

Equal Employment Opportunity:

BBBS of Miami is an equal opportunity employer and is committed to providing applicants and employees with a diverse, equitable and inclusive environment free of discrimination and harassment. All employment decisions at BBBS of Miami are based on business needs, job requirements and individual qualifications, without regard to age, ancestry, color, disability (mental and physical), gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), sexual orientation, or any other status protected by the applicable law.