

# MOTHERS' MILK BANK CALIFORNIA



## HR Manager – Four Days a Week

Our **HR Manager** plays an important role in building and maintaining a high functioning, engaged team. With a minimum of 5 years of HR experience, our new HR professional will manage HR programs, compliance, benefits, employee relations, HRIS, onboarding and training programs. Working 4 days a week in our San Jose office, the HR Manager would actively interact with all staff while collaborating and reporting to the CEO.

### ABOUT MOTHER'S MILK BANK

Founded in 1974, Mother's Milk Bank is the oldest operating non-profit milk bank in the United States. We are dedicated to providing lifesaving donated human milk to infants, with a focus on premature or medically fragile babies. We believe every infant deserves the best possible start in life to improve their health and survival rates by ensuring access to safe, plentiful donor human milk. Learn more about us at <https://mothersmilk.org>

### IMPORTANT DETAILS:

- **Compensation:** \$73,500 - \$79,000 per year, depending on experience
- **Location:** Candidates must be able to work in our San Jose office
- **Days:** The designated four days of the week can be established with new hire's input
- **Benefits:** Medical, dental, and vision insurance; paid sick leave, vacation and holidays

### RESPONSIBILITIES:

#### *HR Administration*

- Oversees and executes the delivery of HR functions
- Works closely with the CEO and managers in sustaining and enhancing a progressive, employee-centric, and compliant workplace
- Maintains accurate HR records in the HRIS, ensures all key documentation is obtained, maintained, and safely stored
- Works with payroll to ensure tracking and documentation are in synch with labor laws and with company policies.

#### *Employee Relations*

- Forges and maintains strong connections, open-door accessibility, and communications with all employees; maintains trust across the organization
- Facilitates effective communication between management and employees
- Distributes relevant HR-related information and updates through various channels
- Serves as a point of contact for employee inquiries and concerns, fosters a supportive and inclusive work environment
- Addresses employee relations issues promptly and effectively
- Serves as primary point of contact regarding general inquiries on policies, processes, guidance, relations, compensation, benefits, and various HR related questions

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- Handles sensitive issues; navigates with and guides management and staff for best outcomes; examines points of view; recommends solutions-oriented decision making
- Contributes to HR projects and initiatives aimed at improving processes and enhancing employee engagement (satisfaction surveys, planning holiday parties); supports organizational goals

## ***Performance***

- Facilitates the onboarding process for new hires; aids managers in creating a training schedule
- Manages 90-day and goal setting
- Coordinates training programs and initiatives to support employee growth and development
- Collaborates with managers to identify training needs and opportunities for skill enhancement
- Supports performance evaluation processes, including goal setting, performance appraisals, and feedback mechanisms; works with managers to address performance issues and recognition of employee achievements
- Prepares and reviews documentation associated with performance issues and/or disciplinary action; guides and/or leads process and conversations in performance improvement and terminations

## ***Compliance***

- Manages, updates, and implements policies (handbooks) to maintain legal compliance with Federal, State, and local labor laws
- Assists in education and implementation of HR policies and procedures
- Works with our outside HR consultant, as needed, for compliance and best practices

## ***Benefits Management***

- Oversees employee benefits enrollment, open enrollment, offboarding and updates.
- Assists employees with leave eligibility and the use of company and state funded benefits: Worker's Compensation, PDL, DL, Paid Family Leave, Bereavement Leave and others.
- Monitors paid holidays and paid time off accrual, caps and general administration
- Understands and aids in the enrollment and administration of company retirement benefits.
- Serves as the point of contact for benefits brokers, plan administrators and state programs; assists with inquiries, plan management, enrollment, contributions, plan changes, and coordinating with third-party providers
- Organizes communications and educational sessions to help staff understand and maximize their all benefits, especially during changes and enrollment.

## ***Qualifications:***

- Bachelor's degree in psychology, business administration, marketing or a related field is preferred
- 5+ years of experience in HR roles, preferably in a nonprofit or healthcare setting
- Solid knowledge of HR practices, employment laws, and regulatory requirements
- Outstanding communication, interpersonal, and problem-solving skills
- Proficiency in HRIS software and Microsoft Office suite
- Ability to maintain confidentiality and handle sensitive information with discretion

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- Certification in Human Resources (e.g., SHRM-CP, PHR) is a plus

## **To Apply:**

Please email your resume and a cover letter addressing why you are a great fit for this role to [mothersmilkbankcareers@gmail.com](mailto:mothersmilkbankcareers@gmail.com); **please put “HR Manager” in the subject line.**

*Mother's Milk Bank California is an Equal Opportunity Employer and is committed to creating an environment of equity and inclusion. Recruiting and retaining a diverse workforce is a high priority; people of all identities, backgrounds, and cultures are encouraged to apply.*