

Job Title: **Human Resources Manager**  
Job Family: Human Resources  
Job Category: Health/Human Services, 501(c)(3)  
FLSA status: Exempt  
Location: 2121 S. State Street, SLC, UT 84115

For more than a century, Big Brothers Big Sisters has dedicated itself to bringing caring role models into the lives of children, providing them with the opportunity to reach their full potential. **Big Brothers Big Sisters of Utah**, a 501(c)(3) non-profit organization, provides children facing adversity with strong and enduring professionally supported one-to-one relationships that change their lives forever. By partnering with parents/guardians, volunteers and others in the community, our one-to-one mentoring relationships support the critical social and emotional development needed to build confidence and courage and promote the mental health and well-being of the children we serve in Utah.

Help us further our important work by joining our passionate and dedicated team as a Human **Resource Manager** in our HQ location. You will be responsible for running the daily functions of the Human Resource (HR) department including recruiting, benefits, leave, payroll, onboarding, offboarding, employee relations, monitoring and maintaining updated policies and procedures.

#### **What You Will Do:**

- Perform all tasks required to administer and execute human resource programs including full-cycle recruiting, onboarding, orientation, benefits, leave, employee relations, and safety.
- Process employee reference checks, background checks, employee eligibility verifications, drug testing, fingerprinting, I-9's, and identify and execute other administrative tasks as needed.
- Review, track, and document compliance of all new hire onboarding procedures and training.
- Handle employment-related inquiries from applicants, employees, and supervisors, referring complex and/or sensitive matters to senior leaders.
- Comply with federal, state, and local employment laws and regulations, and recommended best practices; review policies and practices to maintain compliance.
- Identify and leverage best practices, regulatory changes, trends, and new technologies in human resources, talent management, and employment law.

***You will enjoy this role if you have:***

A Bachelor's degree in Human Resources, Business Administration, or related field required.

- At least three years HR experience. HRCI or SHRM certifications are a plus.
- Excellent verbal and written communication skills.
- Strong analytical and problem-solving skills.
- Ability to act with integrity, professionalism, and confidentiality.
- Excellent interpersonal, organization and attention-to-detail.
- Strong knowledge of employment-related laws and regulations.
- Excellent technology experience specifically using all Microsoft Office Suite tools, and ability to use a variety of onboarding system tools simultaneously.
- Strong interpersonal, presentation, written and verbal communication skills.

### **Compensation & Benefits:**

- \$55,000 - \$60,000 per year DOE
- Employees working at least 30 hours per week are eligible for:
  - Medical/Dental/Vision/Wellness coverage available on the first day of the month following your start date
  - 22 Days of PTO + 8 Paid Holidays + 3 Paid Volunteer Days which includes, Vacation, Sick, Personal days, AND the week between the December Holidays (12/26 – 12/30). \* *Time off is pro-rated based on start date*
- Candidates meeting the FLSA definition of Independent Contractor will also be considered at a higher hourly rate
  - Part time contractors not to exceed 25 hours per week

This position is eligible for Hybrid work if you meet/exceed and maintain performance standards.

*Big Brothers Big Sisters is proud to be an equal opportunity employer. All qualified applicants will receive consideration without regard to race, color, religion, sex, sexual orientation, national origin, ancestry, gender, gender identity and/or expression, genetic information, veteran status, disability, citizenship status, marital status, pregnancy, or any other characteristic protected by federal, state, or local employment discrimination laws where BBBSU does business.*

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