JOB ANNOUNCEMENT
Manager of Human Resource and Administration, Houston (Full-Time)

About Brighter Bites
Brighter Bites is a nonprofit that creates communities of health through fresh food with the goal of changing behavior among children and their families to prevent obesity and achieve long-term health. Brighter Bites is an evidence-based, multi-component elementary school, preschool, and summer camp program that utilizes reliable access to fruits and vegetables, nutrition education, and consistent exposure to recipes and messages that feature fresh food. To learn more about Brighter Bites visit https://brighterbites.org.

Role
The Human Resource Manager provides essential support for the key functions of Human Resources for Brighter Bites. The Human Resource Manager is versed in has experience in all functional areas of HR. This role will enhance the human resource department by planning, implementing, and monitoring employee relations, policies, programs and practices. This position also will provide support and administrative oversight for the Board of Directors. The Human Resource Manager must be a strategic thinker and help drive an inclusive and diverse culture. The Human Resources Manager reports directly to the CEO.

Position Description

• Manage the relationship and employee benefits through the current PEO to include payroll, time management system, trainings, LOA’s, and employee separations
• Ensure compliance with federal, state, and local employment laws and regulations, and organizational policies.
• Complete the lifecycle of the new hire onboarding to include offer letters, new employee files, 1-9 documentation, trainings for new hires.
• Report new hire information to appropriate internal stakeholders for computer set-up, training and pre-arrival functions.
• Coordinate aspects of internal hiring, scheduling and candidate interviews for National employees.
• Conduct reference and background checks.
• Process terminations and updates to the system.
• Maintain active and terminated employee files.
• Act as front-line human resources contact for employees in variety of functions, departments and levels within the organization.
• Create employee and implement employee policies as needed.
• Support talent development including performance management, professional development, climate surveys and 360 reviews.
• Manage cadence of board meetings, collect and create board pre and post materials, and support the recruitment of and onboarding of new board members.
• Support legally mandated reporting requirements.
• Generate a variety of personnel reports as needed for various stakeholders.
• Complete a broad variety of administrative tasks for the CEO and National team.
• Prepare CEO and leaders for upcoming meetings by ensuring they have all the information necessary to be productive and engaged.
• Manage internal and external communications by creating reports, pitch decks and presentations.
• Organize organization retreats, conferences and other special events.
• Performs other related duties as assigned by management.

Requirements
• Desire and passion in working with a mission-driven organization related to children and families.
• Excellent written, oral and interpersonal communication skills.
• Demonstrates high degree of professionalism in communication, attitude and teamwork with employees.
• Ability to multi-task, make quick decisions, adapt to change and work in a team oriented, fast paced environment.
• Natural problem solver and analytical thinker.
• Proven success in managing budgets and fiscal resources.
• Ability manage multiple projects at once and anticipating needs before they arise.
• Experience working with a PEO, a plus.
• Bachelor’s Degree in HR or a related field is preferred.
• 3-5 year of experience preferred.
• Ability to show proof of COVID vaccination. Brighter Bites will consider accommodations for disability and religious based reasons.

We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.

To apply, please send resume and cover letter to Megan.Gayle@brighterbites.org with “Manager of Human Resource and Administration” in the subject line.