

Job description

Omega Community Development Corporation

HUMAN RESOURCES MANAGER

(Applications close on October 31, 2022)

TITLE: Human Resources Manager

FLSA CLASSIFICATION: Exempt, Salaried

LOCATION: Dayton, OH

SALARY RANGE: \$60,000 - \$85,000 Annually

POSITION TYPE: Full time

REPORTS TO: Director of Finance & Administration

ABOUT OMEGA CDC

The Omega CDC is a 501(c)(3) non-profit organization established by the Omega Baptist Church in 1997. Our mission is to equip individuals, families, and children with resources, tools, and opportunities to break the cycle of generational poverty and achieve self-sufficiency through education, workforce development, and advocacy. With over 20 years of active involvement in the community, Omega CDC has developed a strong presence in Northwest Dayton and built a unique level of trust and familiarity with thousands of local residents and numerous community organizations. To strengthen and expand its impact, the Omega CDC has developed a multi-phased strategic plan to re-develop a 30-acre property in Northwest Dayton in collaboration with government, education, healthcare, and other nonprofit and social service agencies in Dayton and across Miami Valley. The multi-phase plan included a community center, the Hope Center for Families, which opened in November 2021; a senior housing facility, the Omega Senior Lofts, which opened May 30, 2020; dedicated space for outdoor recreation; an amphitheater; and a worship center.

OBJECTIVE OF THE POSITION

The Human Resources Manager will report to the Director of Finance & Administration and work in collaboration with the executive leadership team to develop a great work culture that advances the mission of the organization. The ideal candidate must proactively develop and implement HR processes, recruit and retain top talent, and ensure compliance with all applicable laws and regulations.

REPORTING RELATIONSHIPS

The Human Resources Manager reports directly to the Director of Finance & Administration of the Omega Community Development Corporation. The position is supported by the executive leadership and fiscal teams of the organization, including the President, Director of Operations & Strategic Initiatives, and Senior Financial Analyst. The position manages human resources activities for a growing team of 30 – 42 full-time, part-time, and contracted staff responsible for carrying out the organization's mission.

DUTIES & RESPONSIBILITIES

- Develop and implement innovative learning programs to support employee skill development, career planning, and succession management.
- Develops/implements human resources plan for the organization to include recruitment, selection, promotion/transfer, orientation, training, on-boarding, compensation administration, systems utilization and employee relations in collaboration with executive leadership.
- Assist in the development of talent acquisition strategies and employee engagement programs along with the executive leadership team.
- Supports the development of policies, procedures, and budgets to align with the mission of the organization.
- Educates/advises/leads the administrative and organizational managers on in performance management activities to include: employment investigations, disciplinary/corrective action plans, performance improvement plans, and termination.
- Oversees compensation surveys/analysis and recommends changes to ensure the organization remains regionally competitive with market rates for wages/salaries and benefits.
- Manage/maintain the payroll system (Paycor) containing compensation detail, vacation and sick time
- Review timesheets and other relevant documentation to process biweekly payroll via Paycor (third party software)
- Maintains/monitors/updates employee records of worker's compensation, equal employment opportunity (EEO), Americans with Disabilities Act (ADA), Family Medical Leave Act (FMLA), unemployment, and other claims.
- Reviews exit interview data. Recommends changes to policy and training to ensure compliance with laws and regulations.
- Recommends and facilitates employee recognition efforts.
- Perform all other duties as assigned within scope of skills and abilities.

QUALIFICATIONS

- Bachelor's degree in business administration or human resources. MA/MBA preferred. SPHR/PHR Preferred.
- Experience in managing, developing, and evaluating human resources processes.
- Experience or interest in working in a fast-paced, growing, community-based organization.

- Ability to organize and prioritize work and successfully facilitate multiple projects are necessary skills.
- Excellent networking, communication, and interpersonal skills
- Cultural competency and sensitivity with groups and individuals representing a variety of needs, abilities, and socioeconomic backgrounds.
- Ability to respond flexibly to a fluid and evolving program environment.
- Strong time management, organizational skills, and attention to detail.
- Excellent computer skills, including data entry (Microsoft Office Word, Access, PowerPoint, and Excel; Google Office Suite).
- Ability to work collaboratively with partners, colleagues, and participants.
- Connections to community resources and institutions is a plus.

LICENSURE OR CERTIFICATIONS REQUIRED:

- Driver's license, insurance and operational vehicle are required. Travel may be frequent, including travel outside the Dayton area.

WORKING CONDITIONS:

Work is performed primarily at the Omega Harvard Campus in Northwest Dayton. Some Travel may be required for meetings, presentations, and professional development.

TYPICAL WORK HOURS:

Normal work hours are 9:00am – 5:00pm, Monday through Friday. Some evenings and weekends will be required.

NON-DISCRIMINATION POLICY

Omega CDC shall not discriminate because of race, color, religion, sex, sexual orientation, gender identity, ancestry, national origin, military status, place of birth, age, marital status, or disability in any of its activities or operations. These activities or operations include actions against any employee, applicant for employment, subcontractor or vendor; or applicant for services, family, or child in its programs or activities. We are committed to providing an inclusive and welcoming environment for all families, children, and staff who are part of Omega CDC.

To apply email your cover letter & resume to info@omegacdc.org with Human Resource Manager in the subject line.