

## HUMAN RESOURCES MANAGER

**About the Organization:** Building One Community (“B1C”) is a non-profit organization established in 2011 as a comprehensive resource center for immigrants in the Stamford, Connecticut area. B1C’s mission is to advance the successful integration of immigrants and their families.

**Position:** We seek an experienced and strategically focused **Human Resources Manager** to oversee our full life cycle of talent, ensuring B1C has the highest caliber of employee and each team member is positioned to succeed and treated with integrity and care. The HR Manager will oversee talent acquisition, performance management, employee relations, compensation & benefits, and regulatory compliance. This full-time exempt position will report to the Operations Director.

### **Primary Duties:**

- Lead talent acquisition efforts, including sourcing, interviewing and onboarding new hires
- Research, plan and implement workforce development training program; collaborate with program leads on personal development plans for staff; coordinate staff meetings, plan and execute annual staff retreat
- Manage performance review process; make recommendations to management for promotions and salary increases
- Manage employee relations issues, including conflict resolution, communication challenges and disciplinary action, within a diverse workforce
- Administer employee benefits programs, including paid time off, health insurance and disability and retirement plans
- Plan and execute Staff Care initiatives which include events, activities and training to enhance staff morale, mental well-being and foster organizational cohesion
- Plan and execute Staff REDI initiatives which include events, activities and training on topics related to Racial Equity, Diversity and Inclusion
- Develop HR policies that comply with employment laws and regulations; update employee handbook annually
- Prepare department budget and manage spending

### **Experience & Skills:**

- 3+ years of progressive experience in HR roles, including talent acquisition and conflict management
- Bachelor’s degree in human resources, business administration or related field preferred; SHRM certification a plus
- Proficiency in Spanish required; fluency preferred
- Experience with HR information systems and other HR software applications

- Knowledge of employment labor laws and regulations
- Excellent communication and interpersonal skills, with the ability to build relationships at all levels of the organization
- Demonstrated sensitivity and ability to collaborate effectively with individuals of diverse cultural backgrounds, nationalities, ages and lived experiences
- Ability to handle confidential information with discretion and discernment
- Commitment to B1C's mission and goals

To apply for this position, please submit your resume to [jobs@b1c.org](mailto:jobs@b1c.org).

*Building One Community is an Equal Opportunity Employer*