



MONTANA FOOD BANK NETWORK
Position Description
Employee Relations Manager

Position Reports To: President/CEO

Department: Administration

Position Status: Full-Time, Exempt

General Description: The Employee Relations Manager implements and maintains all HR functions including, but not limited to, recruiting and onboarding, training and development, compensation, benefits, policies and procedures, and employee relations. This position also oversees all internal technology functions such as network onboarding, troubleshooting, and maintenance of HRIS.

General Responsibilities: Applicants for the role of Employee Relations Manager:

- Must comply with MFBN policies and procedures.
- Must be sensitive to the needs of low-income people and to the diverse populations served by the MFBN.
- Must have the ability to work as a member of a team.
- Must have current driver license and be insurable
- Must have strong verbal and written communication skills
- Must have strong skillset in negotiation

Specific Responsibilities

- Ensure employee personnel files are maintained accurately and completely
- New hire recruiting and onboarding; arrange and maintain job postings, screen applications, schedule interviews, process background checks, conduct orientation
- Ensure all aspects of Human Resources are completed accurately including new hire/termination paperwork, employee benefits and other employee related paperwork
- Administers all aspects of driver pre-employment, random drug and alcohol screening and DOT requirements as well as annual MVR checks of all employees
- Develop and present staff trainings
- Schedule and coordinate regular staff meetings
- Maintain organization charts, employee directory and emergency contact directory
- Provide support for staffing issues, employee relations and policies
- Facilitate six-month and annual evaluation process
- Manages time and attendance tracking through payroll platform along with maintaining data and documents for all human resources related activities and reports
- Maintains compliance with federal, state and local employment laws and regulations, and

- recommended best practices; reviews policies and practices to maintain compliance
- Handles discipline and termination of employees in accordance with company policy
 - Participate in planning of employee engagement events, parties, celebrations, retreats, etc.
 - Work with temporary staffing agencies to fill temporary and season positions as needed
 - Act as subject matter expert on MFBN employee benefits including health, retirement and other benefits and educate employees on usage
 - Execute annual employee health and welfare benefits survey and provide results to staff
 - Conduct annual overview and in-depth compensation reviews according to policy
 - Maintain benefit enrollments and HIPAA compliant paperwork
 - Maintain and develop various staff communication tools including Microsoft Teams, SharePoint, employee newsletter, etc.
 - Respond to unemployment, disability and paid family leave inquiries, as well as fulfill requests for verification of employment
 - Identify and develop key talent and ensure they are provided with experiences that enable development and retention
 - Provide guidance on employee and cross-functional training programs and resources; develop and maintain training calendar
 - Report job-related incidents and act as liaison between employers and workers' compensation adjuster
 - Ensure compliance with all HR-related contractual, legal and regulatory requirements are met including required trainings
 - Assist with internal technology support including new employee set up with Feeding America, troubleshoot network and software access issues, and new software implementation processes
 - Responsible for office planning, and workspace improvement plan
 - Coordinates organizational Equity, Diversity and Inclusion efforts and participates in EDI Committee
 - Performs other duties and assignments as required

Supervisory Responsibilities: Does not directly supervise any employees, although oversight of all employee and manager positions is required.

Education & Experience: Applicants for the role of Employee Relations Manager should have:

- 4-year college degree or combination of industry experience human resource management
- Experience in implementing evolving HR technology
- Experience working with small to mid-size organizations in the nonprofit or professional services sectors
- PRH or SHRM-CP designation(s) or willingness to earn certification(s)
- Three to five years' experience in human resources or similar position with progressively increasing levels of experience.
- Strong analytical abilities, interpersonal skills, and management skills
- Demonstrated strong ethic of concern for development and motivation of empowered, strongly motivated staff
- Ability to maintain the highest level of confidentiality
- Good listening skills and an ability to exercise sound judgement when dealing with human resource issues
- Proficiency in Microsoft Office Suite required and experience in Excel strongly preferred

- Ability to manage multiple tasks with excellent organizational skills. Strong problem-solving capability and ability to follow detailed instructions
- Must have strong verbal and written communication skills

WORKSITE:

- 5625 Expressway, Missoula, MT 59808

COMPENSATION:

The salary range for this salaried exempt position is \$52,000 - \$58,500 annually DOE. Final offer will be based on the skills and experience the candidate brings to the position, while maintaining organizational pay equity.

Montana Food Bank Network offers a competitive benefits package including 100% employer paid medical for employee, \$175 monthly HSA contribution, retirement plan with up to 3% employer-match, paid holidays, 4 weeks paid time off (PTO) in the first year. We also strive to provide non-cash benefits that encourage a work-life balance and promote the health of our employees and their families, including flexible work schedules, education and training opportunities

TO APPLY:

Please submit your resume and cover letter to Gayle Carlson gcarlson@mfbn.org . Position will be open until filled.

The Montana Food Bank Network is committed to creating a welcoming and inclusive environment for all employees, and is proud to be an equal opportunity employer. MFBN does not discriminate with regards to hiring, assignment, promotion or other conditions of staff employment because of race, color, religion, sex, national origin, age, marital status, sexual orientation, gender, gender identity, veteran status, disability, genetic information or any other status protected under local, state or federal law. In accordance with the Americans with Disabilities Act, upon request, reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of our positions. Offer of employment is contingent on successful completion of a background check.