



JOB DESCRIPTION
Human Resources Manager
Location: New York, NY

New York Common Pantry (NYCP) is one of the city's largest food pantries, providing food assistance, case management services, senior food provision, nutrition education, and hygiene services. We are a dynamic, mission-driven organization, experiencing rapid growth and expansion at this time.

NYCP is a poverty-fighting organization that reduces hunger and promotes dignity, health, and self-sufficiency by using a holistic approach to reach over 60,000 distinct people--over 500,000 guests each year. Last year, we served almost 8 million meals. Through an array of programs that we offer we look to establish long-term stability for those we serve.

NYCP is seeking a Human Resources Manager to join our growing Human Resources team. Reporting to the Managing Director of Human Resources, the Manager will lead and direct the routine functions of the Human Resources department, including recruitment, benefits administration, project management, research, performance management, and enforcing company policies and practices.

The Human Resources Manager will be located at the East Harlem Choice Pantry location at 8 East 109th Street, New York, NY 10029, and will be expected to work in the office, with periodic visits to other sites.

Responsibilities:

- Maintain the employee's annual performance evaluation timeline and work with the Finance Department on the merit increases for payroll processing.
- Partner with the finance department on personnel action items for audit, payroll, and other related projects.
- Research compensation standards set by industry and governing bodies in order to create salary structures and administer employee benefits.
- Resolve employee issues with benefits administrators and insurance providers.
- Work with the Managing Director of HR to develop HR programs, including employee wellness, DEI, employee engagement, and performance management.
- Administer leave of absence which includes; FMLA, NY STD, LTD, NY PFL, etc.
- Perform benefits administration for new enrollments, qualifying events, open enrollment, and benefit renewals.
- Assist in establishing and managing the training and development process for NYCP employees and provide periodic reports to Senior and Executive management as necessary.
- Assist in reviewing and proofreading 90-day and annual performance evaluation forms and partner with supervisors to ensure the effectiveness of the performance evaluation process. Ensure standards across the organization, provide training, and evaluate and revise processes.
- Oversee, research, and refine employee standards and procedures while improving HR's existing systems and processes.
- Create employee engagement plans, get necessary budget approval, and initiate activities.
- Ensure legal compliance by monitoring and implementing applicable HR federal and state

requirements, conducting investigations, and maintaining records.

- Manage the full life cycle recruitment and hiring protocols for all NYCP locations and departments.
- Support departments in the development and delivery of strategic HR plan to fit with the overall business direction.
- Pull monthly, quarterly, and annual reports for the ongoing success of HR efforts and initiatives.
- Participate in and lead special projects and HR initiatives.
- Other responsibilities as assigned.

Qualifications:

- A minimum of 5 years of relevant work experience.
- Bachelor's Degree; SHRM certification is a plus.
- Commitment to helping the communities in need and NYCP's work and mission.
- Sound judgment and experience strategically advising partners.
- Proficient with Microsoft Excel and ATS software and other platforms.
- The ability to work on multiple competing priorities simultaneously and autonomously.
- Great attention to detail and organizational skills.
- Strong communication and interpersonal skills.
- Problem-solving skills and resourceful thinking.
- Ability to work independently and in a team environment.
- Knowledgeable of employment laws and regulations.

This is not an exhaustive list of all responsibilities, duties, skills, efforts or requirements, or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other or different tasks be performed as assigned. This description does not constitute a contract of employment and NYCP may exercise its employment-at-will rights at any time.

Please note that NYCP requires all employees to be fully vaccinated against COVID-19 as a condition of employment. Accordingly, successful candidates must be fully vaccinated against COVID-19 and submit proof of vaccination prior to the commencement of employment, unless they qualify for a reasonable accommodation for bona fide medical or religious reasons. This ensures that NYCP's employees and participants are protected and the organization can safely operate.

To Apply:

Please submit your resume and cover letter to: jobs@nycommonpantry.org

If you'd like to apply via mail, please submit your application to the address below:

Human Resources Department
New York Common Pantry
8 East 109th Street
New York, NY 10029

New York Common Pantry is an Equal Opportunity Employer and is committed to providing equal employment opportunities to you without regard to race, creed, color, religion, national origin, sex, sexual

orientation, pregnancy, marital status, age, veteran status, medical condition or disability, genetic information, gender identity, or any other protected status under federal, state, or local law.

Pay: \$70,000 - \$75,000/annual

Benefits:

- Paid time off, including Vacation, Personal, and Sick
- Paid Holidays
- Medical, Dental, and Vision benefits
- 403(b) Retirement Account
- Pre-tax Transit benefits
- Health Savings Account
- Life Insurance
- Short Term and Long Term Disability