



JOB DESCRIPTION

Position: HR Manager
Department: Finance
Type: Full-time - Exempt
Reports to: Chief Financial Officer (CFO)
Salary: \$80,000 - \$90,000

About Food Share of Ventura County:

Food Share is Ventura County's largest hunger-relief organization feeding 267,000 people with a staff of 38 employees, 3,200 volunteers and a budget of \$9 million to distribute 20 million pounds of food annually. The non-profit organization was founded 45 years ago and is an affiliate member of Feeding America and the California Association of Food Banks.

Food Share Culture:

Every day, a group of talented, passionate, committed, hard-working professionals come together to work on a common goal – to lead the fight against hunger in Ventura County. Specifically, our role is to improve the lives of those in need by providing fresh, nutritious food. Recently named in the 2023 list of Best Places to Work by the Pacific Coast Business Times for the third year in a row, Food Share's family of hunger-relief staff and volunteers work together with compassion, commitment, and a shared belief that no one should go hungry in Ventura County.

Job Summary:

As the HR Manager, you will become an integral part of our non-profit organization committed to addressing hunger in Ventura County. In this role, you will be responsible for managing the complete employee lifecycle, ensuring compliance with employment laws and fostering a positive and inclusive workplace culture.



Job Responsibilities:

- Develop and post job descriptions, conduct interviews, and manage background checks.
- Oversee the onboarding process and maintain accurate employee records.
- Address agency notices, wage withholding requests, and handle complaints and investigations.
- Coordinate terminations, offboarding, and manage benefit transitions.
- Ensure workplace safety, conduct training, and oversee workers' compensation.
- Administer benefits, including enrollment, removal, and annual open enrollment.
- Facilitate retirement plan enrollment, manage contributions, and stay updated on employment laws.
- Handle disability claims, unemployment, and leaves of absence.
- Conduct annual performance evaluations, compensation reviews, and drive employee engagement surveys while supporting DEI initiatives.
- Process payroll using Paylocity.

Job Qualifications:

- Bachelor's degree in human resources or related field is required.
- Professional certification (PHR/SPHR) is preferred.
- Bilingual preferred – English/Spanish.
- Five (5) or more years of progressive human resource management experience with at least two (2) years at Human Resources Supervision level.
- Hands on experience across the full spectrum of human resources, encompassing HR Best Practices, policies, and processes.
- Strong business acumen, facilitation, and conflict resolution.
- High integrity, solid work ethic, and commitment to Food Share's mission and values.
- Excellent interpersonal, written, and verbal communication skills, including the ability to articulate and explain complex legal, personnel and administrative issues with clarity, tact, and diplomacy.
- Strong proficiency of MS Office applications and advanced knowledge of HRIS systems, including Paylocity.
- Strong analytical and problem-solving skills, including proven effectiveness in dispute resolution.
- Ability to manage projects, changing priorities, and stringent deadlines.
- Proven ability to coach and counsel employees and executive-level management.
- Energetic, motivated, and skilled in interacting with personnel at all organizational levels.



- Broad knowledge and experience in organizational planning and development, employee relations, employment law, employee benefits, compensation administration, and operations.

Physical Requirements:

- Must be able to perform physical labor as necessary (stand/walk/move for long periods of time, lift up to 50 lbs., work with warehouse equipment).
- Must be comfortable working in an office environment for extended periods of time.
- Frequent travel off-site as needed.

Employment Requirements:

- Able to successfully pass health screenings and background checks.
- Fully vaccinated.
- Follow Food Safety Standards throughout the organization.

Additional Employee Benefits

- Comprehensive health, dental, and vision coverage
- Group Basic Life and Accidental Death & Dismemberment insurance with 100% employer coverage
- 403(b) retirement plan
- Paid Time Off
- Holidays
- Paid Leave (Jury Duty, Bereavement, etc.)
- Education reimbursement
- Wellness discounts

Food Share provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, Food Share complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities.

The above description reflects the general details considered necessary to describe the principal functions and duties as required for the job and shall not be construed as a detailed description or task list of all work requirements that are inherent to the job. The job description is subject to change, and additional responsibilities may be assigned according to operational needs.