



## Human Resources Director

The Food Trust, founded in 1992, is a non-profit organization working to ensure that everyone has access to affordable, nutritious food. The Trust works to educate the public about good nutrition and to increase the availability of fresh food in neighborhoods throughout the region and the state. The Trust works with school districts, supermarket operators, corner store owners, public and private partners, and farmers to make fresh food and nutrition education available to everyone. More information about The Food Trust is available at [www.TheFoodTrust.org](http://www.TheFoodTrust.org)

The Food Trust is seeking an energetic, committed, and experienced Human Resources Director to support the growth and success of agency. The Food Trust's HR Director is responsible for providing strategic direction for all areas of human resources including compensation and benefits planning and administration. Monitor and implement performance management and employee recognition programs. Maintain good employee relations and interact with legal counsel as required to insure legal compliance. Assist managers in recruitment of new personnel. Develop and implement new human resources policies. Administration of Safety programs and Workers Compensation. Develop Wellness work plan for Company.

### Principal Duties and Responsibilities include:

- Partner with mid-level and Senior management to achieve strategic business goals and operational objectives of The Food Trust.
- Assist in guiding The Food Trust in developing and implementing human resources policies, practices and procedures to meet organizational needs and ensure uniform and consistent application. Review and make recommendations for improvement of personnel matters while identifying possible adverse financial effects or legal ramifications. Consults with legal counsel as appropriate.
- Work with management to assure that work place policies and practices support a healthy work environment. Select education programs, identify resources and promote positive lifestyle practices to maintain a positive employee relations environment.
- Assist in new recruitment, retention, terminations, promotions, and annual merit reviews. Write job descriptions, classify positions, and prepare ads for job postings.
- Advise management in appropriate resolution of employee relations issues. Assist employees in resolving issues.
- Responsible for compliance with Federal, State, and Local legislation pertaining to the Human Resources function.
- Responsible for organizational and space planning, assuring that the work environment is safe and conforms to facilities standards.
- Assist in monitoring unemployment claims and working on appeals.
- Assist with processing changes, enrollments and terminations in health and ancillary benefits offerings. Administers changes and assures compliance with 403(b) retirement plan. Administers compensation plan. Consults with broker to provide optimal total benefits package for company.
- Conduct management and other training programs as needed.
- Assist Finance Director by forwarding payroll data changes including salary adjustments, employee deductions, etc. Records paid time off. Process garnishment requests and complete payment requests through accounts payable.



- Provide employment and salary verifications upon request. Maintains personnel records.
- Assist Executive Director and Deputy Director as required.

**Qualifications:**

- Excellent leadership, interpersonal, communication, and execution skills to interact with employees and external vendors.
- Ability to understand, analyze, and interpret financial data and legal documents as they pertain to Human Resources function and effectively present recommendations and data to assist with business goals and operational objectives.
- Ability to deliver high quality human resources programs and processes.
- Excellent leadership skills and strategic vision.
- Bachelor's degree in Human Resources management or equivalent, or eight or more years of related experience.
- Strong time management and organizational skills.
- High degree of proficiency with Microsoft Office software package.
- Must be able to maintain confidential information.
- Society for Human Resource Management certificate preferred.

**Salary:** Competitive, based on education and experience.

**Employment Category:** Full- time

**Job Open Date:** Immediately

**To apply:** E-mail your résumé and cover letter to [contact@thefoodtrust.org](mailto:contact@thefoodtrust.org) or fax to 215-575-0466. Please reference "Human Resources Director" in the subject line. Please do not call.

*The Food Trust adheres to the policy of providing equal employment opportunities to all job applicants and employees regardless of race, color, religion, sex, age, national origin, veteran status, disability or sexual orientation.*