Keep Indianapolis Beautiful (KIB) is a dynamic nonprofit organization with smart, motivated employees who work hard to make an impact in our community. KIB’s vision is a vibrant city, with every neighborhood landscape thriving and well, and its people empowered, mobilized, and devoted toward that vision.

**Job Title:** Office-Human Resources Manager  
**Full-/Part-Time:** Full-Time  
**Regular/Temporary:** Regular  
**Salary:** $43,000-$45,000  
**Benefits:** Health, dental, & vision insurance; company-paid life and long-term disability insurance; 403(b) match of 3%; generous PTO and holiday schedule

**Purpose:** The Office/HR Manager is responsible for managing the office administration and all HR functions, including employee relations, benefit administration, and compliance management for the organization. The Office/HR Manager will work with all employees throughout the organization and will be instrumental in developing a culture that is inclusive for all. The ideal qualities are trustworthy, empathic, enjoys working with people, and demonstrate the flexibility to manage many situations and provide direction and/or feedback to both the management team and staff.

**Duties, Functions and Responsibilities:**

- **Support KIB President/CEO and Board of Directors**  
  - Assist President in managing his calendar, scheduling appointments, organizing travel plans, etc.  
  - In association with President, prepare meeting agendas, reports, and handouts to send out in advance of board and executive committee meetings.  
  - Coordinate, schedule, and set up meetings, lunches, etc., for board and executive committee meetings.  
  - Document and maintain minutes for all board and committee meetings.  
  - Maintain board contact list and communications, including meeting information and opportunities to engage.

- **Support KIB Office Operations**  
  - Assist with preparation of the agendas, handouts, documents, and maintains minutes for management, VP/Directors, and staff meetings.  
  - Coordinate with IT provider to set up new users, maintain inventory of computer assets, set up phone services and procure equipment for employees (new hires and existing). Manage Office 365 email addresses.  
  - Developing SOPs for operational procedures.  
  - Oversee management office equipment and building maintenance.

- **Employee Relations**  
  - Leads internal and external recruitment efforts, partnering with all programs.  
  - Identifies and sources opportunities for hiring initiatives that focus on diversity, equity, and inclusion.  
  - Prescreening of all potential candidates and coordinate scheduling of in person interviews.  
  - Manages onboarding and offboarding of employees, background checks, and annual open enrollments.  
  - Partners with management to develop, communicate, and implement Human Resource policies, procedures, and compliance with labor laws, including documentation of all employee status changes, monitoring of compliance with employee handbook, etc.  
  - Oversee and manage employee grievances and working to management team to address employee concerns.  
  - Assist with employee communication and feedback by monitoring organizational culture to ensure it is in alignment with accomplishing organization goals.

Please submit cover letter and resumes by  
10/02/2020 (for internal)  
ADP/Myself/Talent/CareerCenter  

10/19/2020 (for external)  
HERE (Opens 09/28/2020)
- Monitors completion of quarterly and annual reviews and provides guidance on progressive disciplinary steps
- Process new hire paperwork, and coordinate onboard and off boarding of employees with supervisors
- Coordinate annual open enrollment and new hire enrollment in benefit plans.
- Maintain personnel files

**Payroll and Benefits**
- Manage employee benefits, including updating employee records in ADP.
- Working with benefit providers to optimize benefits.
- Oversee employee file management.
- Backup for preparation and processing bi-weekly payroll.
- Performs all calculations for final checks, PTO payouts, involuntary deductions, garnishments, etc. and prepare documentation for payroll and accounting processing.

**Compliance**
- Ensures organization is in compliance with all existing and new labor related guidelines, including Equal Employments Opportunity (EEO), Americans with Disabilities Act (ADA), Family and Medical Leave Act (FMLA), Employee Retirement Income Security Act (ERISA), Department of Labor, workers compensation, and any other related guidelines relevant to the organization.
- Administers FMLA, short- and long-term disability, worker’s compensation claims, accident reporting, and property claims.
- Coordinate annual compliance reporting for the 403B plan with plan administrator.

**Knowledge, Skills and Abilities:**
- Knowledge of ADP Workforce Now software preferred.
- Benefits administration experience.
- Knowledge of labor laws, HR best practices, and employee relations.
- Knowledge of Microsoft Office products, including Teams, Excel, Word, and Outlook.
- Thorough knowledge of labor law regulations, handling employee grievances, employment policies and procedures, and employee relations in a non-profit organization is preferred.
- Strong organizational and decision-making skills.
- Strong communication skills, both verbal and written.
- Excellent active listening, negotiation, and presentation skills.
- Ability to build and effectively manage interpersonal relations, at all levels including management, staff, board members and key partners.
- Ability to maintain a high level of Confidentiality.

**Characteristics of a Strong Candidate:**
- Excellent interpersonal skills, including ability to work with a diverse group of people
- Excited about working at a dynamic nonprofit organization with other smart, motivated people where your hard work has a real impact on the success of the organization – and is both noticed and rewarded.
- A real people person. You are comfortable greeting visitors, making our neighborhood partners feel welcome and helping your fellow employees take care of meeting program demands.
- A team player who will pitch in and help do what it takes to get a job done.
- Motivated to learn new skills and expand the scope of your responsibilities.
- Proactive, high-energy, and reliable.

**Education and/or equivalent experience:**
Bachelor’s degree in Business Administration or Human Resources required. Minimum 5 years of progressively responsible work experience managing office administration and/or human resource functions in a non-profit agency, or equivalent experience.

Keep Indianapolis Beautiful helps people and nature thrive most effectively when we reflect the diversity of perspectives, voices, and abilities found throughout our city. The principles of diversity, equity, and inclusion are essential to our work, from supporting biodiversity in nature to engaging communities. KIB is an equal opportunity employer that encourages applicants, including persons of color, people who are LGBTQ, veterans, people who are multilingual or multicultural, and individuals of various ages and abilities to help us create a team with a broad range of backgrounds and thinking.
Hiring Calendar (Anticipated)
Job Posted Internally: 09/29/2020
Internal Applications Closed: 10/02/2020
Internal Interviews: 10/8-9/2020
Job Posted Externally: 09/29/2020
Applications Closed: 10/19/2020
First Round Interviews: 10/26-29/2020
Second Round Interviews: 11/2-5/2020
Expected Selection: 11/6/2020
Expected Start Date: 11/9/2020