

Summary

Due to growth in 2010 and anticipated further growth, WARM is seeking to add an experienced Human Resources Manager to their team. The Manager will be responsible for establishing and managing the organization's human resources department. The successful candidate will direct and facilitate all aspects of WARM's human resources functions including policies and procedures, compliance and benefits. This is initially a part time position that could grow into a full time one. Competitive pay package based on qualifications. For a complete job description, please see WARM's website, www.warmtraining.org.

How to Apply

To apply, please send resume, cover letter, including salary requirements, and three professional references to Executive Director Robert Chapman at apply@warmtraining.org.

WARM Training Center, named a 2010 Green Leader by the Detroit Free Press, has been promoting sustainable affordable communities since 1981. WARM is an equal opportunity employer, committed to having a diverse workforce.

Job Description

Job Title:	Human Resources Manager
Department:	Human Resources
Reports To:	Executive Director
FLSA Status:	Part-time
Prepared By:	Emily Jacoby
Prepared Date:	December, 2010
Approved By:	Robert Chapman
Approved Date:	December 28, 2010

SUMMARY

The Human Resources Manager is responsible for establishing and managing the Human Resources Department at WARM Training Center. The successful candidate will direct and facilitate all aspects of WARM's Human Resources department while closely working with the Finance Department and Executive Director. S/he must have a proven ability to manage priorities effectively and to develop and implement policies and procedures.

QUALIFICATIONS

The ideal candidate is a seasoned HR professional with experience working for various sized or growing companies in the nonprofit and/or for profit sectors. S/he will possess the following attributes: At least 2 years of Human Resources experience; excellent

collaboration and communication skills; experience in internet-based research and Microsoft Excel; ability to handle multiple tasks and prioritize. Bachelor's Degree or higher preferred.

DUTIES AND RESPONSIBILITIES include, but are not limited to, the following:

- Develop, manage and document policies and procedures related to employment.
- Create and manage personnel files and legal documents that relate to employment.
- Collaborate with Finance Department on employee compensation, benefits and payroll related issues as well as other projects.
- Assist with the organization's compliance with all local, state and federal regulations.
- Act as a team player and provide expertise within the team and with other teams as appropriate.
- Perform other duties as necessary.

COMPENSATION

Competitive compensation, commensurate with experience and education.