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We don't sell mops; we gather moms. Here at MOPS, we believe in the simple but revolutionary idea that remarkable things happen when moms come together. That's why we rally women, in their own neighborhoods, to help them become more brave, kind and honest, one gathering at a time.

We're a family friendly, faith-based organization looking for hungry, smart and humble individuals to grow MOPS and make us better at cultivating communities of moms around the world. We have fun as we work, and when all else fails we eat chocolate and drink coffee together.

If the warm fuzzy feelings you get from serving moms aren't enough, we also offer benefits like health insurance, a retirement plan that MOPS matches, and lots of holidays and vacation days. So get ready to work hard, laugh often and celebrate victories with us along the way.

MOPS International is looking to hire an amazing HR Manager. Join the MOPS Team and play a critical role in helping us reach 1 million moms by developing and caring for an incredible staff. Interested? Pick up your laptop, send us your resume, and we'll do an incredibly embarrassing happy dance!

Here's what you need to know:

Key Responsibilities

- Responsible for managing the full employment life cycle for each person at MOPS.
- Develop and execute recruiting strategy for MOPS and personalize it for each open position.
- Manage the entire hiring process including but not limited to creating and managing all job postings, responding to all employment inquiries, conduct phone screenings and schedule all interviews, complete reference and background checks, extend offers to applicants.
- Develop, maintain and conduct a standardized employee onboarding and training program that aligns with the vision and culture of MOPS for all new employees and internal hires.
- Manage the employee performance appraisal process to ensure full staff participation and completion in order to continually develop staff.
- Continually work to increase retention through professional development, coaching, stay interviews, etc.
- Oversee annual employee engagement survey and submit recommended organizational changes to the Senior Leadership Team.
- Support and coach staff including 1-1 time with individual employees and supervisors as needed.
- Be a welcoming, trusting and non-anxious presence with the staff.
- Coordinate fun activities, lunch and learns and health fair/wellness offerings to promote work life balance.
- Oversee volunteers in the Denver office as needed.
- Create and maintain HR budget for general operating expenses and monitor monthly variance reports.



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- Act as primary liaison between employer's council, insurance broker, and other HR/benefit related partners.
- Recommend employee benefit packages annually with approval and input from Associate Director of Finance to the COO.
- Maintain and update all HR policies and forms as needed.
- Ensure compliance with all labor laws and employee provisions by attending regular HR trainings and ongoing learning.
- Responsible for updates, reviews, distribution and training of the Employee Handbook as appropriate and necessary.
- Annually compare MOPS compensation data with various ministry and nonprofit compensation surveys.
- Manage unemployment and workers comp claims as needed.
- Other duties as assigned

Job Qualifications

- Follower of Jesus and able to faithfully sign and uphold the MOPS Faith and Values Statement.
- BS/BA in Human Resources or related field.
- Minimum of three years of HR experience ideally as an HR Generalist.
- PHR or SHRM-CP Certification.
- Nonprofit or ministry experience preferred.
- High level of integrity and confidentiality.
- High degree of emotional intelligence, critical thinking, and assertive communication skills.
- Professional attitude, demeanor and appearance.
- Ability to coach, deescalate and work through conflict.
- High level of efficiency, accuracy and attention to detail.
- Ability to multi-task, set priorities, and meet deadlines.
- Strong verbal and written skills.
- Good public relations and telephone skills.
- Strong computer skills especially with Microsoft Office.
- Ability to anticipate needs and take action when needed.
- Ability to screen applicants for job capability and organizational fit.
- Comfort and ability to read and review legal documents as required.

Details

The Human Resource Manager is full-time, in-office position. This position is eligible for all of our benefits.

Send your resume and cover letter to employment@mops.org so that we can get to know you better. Don't be shy, tell us why this is the perfect job for you and why you're excited about our vision to reach 1 million moms. We can't wait to hear from you!