



Part-Time Human Resources Manager

Organization Description

Breakthrough Twin Cities (BTC) supports students on their journey to college by fostering a community of mutual learning with the next generation of educators so they both can collaborate, grow, and thrive. BTC is an independent 501(c)(3) non-profit with three sites in the Twin Cities Metro: two sites in St. Paul and one site in Chaska. Students in our middle school program attend 3 summers of academic enrichment, where they take classes in math, science, literature, and writing and preparing for their 6-year path to college. They are taught by a diverse faculty of teaching fellows: college and high school students exploring the field of education with training and support from Breakthrough. Licensed teachers support these teaching fellows in the role of Instructional Coaches, providing training and feedback on curriculum, lesson plans, and classroom observation data. Middle school students attend Saturday programming throughout the school year to continue building their skills, habits, and resumes to become successful high school students. Students complete the program by working with a 1x1 college counselor in 11th and 12th grade, with 100% graduating from high school and getting accepted into college.

JOB SUMMARY:

We are looking for an experienced HR Manager to join our team! Breakthrough Twin Cities offers a part-time 20-hour flexible work week. The ideal candidate for this position will have a strong focus in employee engagement, process improvement, and talent acquisition.

The Human Resources Manager is responsible for planning, coordinating, and managing the human resources functions for the organization. This job offers a hybrid environment of both in-office and remote work.



KEY RESPONSIBILITIES:

- Onboarding and offboarding: manage the onboarding process for new employees, including completing new hire paperwork, conducting orientations, and facilitating training sessions. Ensure that all offboarding processes are conducted according to BTC policies and regulations.
- In collaboration with the Interdepartmental Team, help build and establish a culture of belonging, equity, and inclusion across the staff
- Employee file management: maintain accurate and up-to-date employee records, including personal information, benefits, and performance evaluations. Ensure compliance with applicable laws and regulations.
- Screen new recruits: review resumes, conduct initial interviews, and perform reference and background checks. Work with hiring managers to identify the best candidates for open positions.
- Advise and update HR policies: research and recommend updates to HR policies and procedures to ensure compliance with legal requirements and best practices. Communicate changes to staff and ensure they are implemented consistently across the organization.
- Lead the benefits selection and communication process to help Executive Director select coverage options; convey the options to staff and support them in the process.
- In conjunction with the Executive Director, develop and manage long-term staff composition and accountability strategies.
- In collaboration with the director team, help develop framework for organizational culture and lead activities to intentionally foster and cultivate that environment.
- Maintain a human resources data to ensure up to date information across systems.
- Identify and develop human resources processes in need of improvement.



- Provide guidance to director team (coaching, career development, and performance management).
- Manage human resource projects such as benefits, open enrollment, and benefits communication, Worker's Compensation, disability, and unemployment inquiries and claims, medical and parental leaves, and Performance Evaluations.
- Contribute to the team, utilize team resources, support team decisions, and maintains positive working relationships with all team members.
- Maintain up-to-date knowledge of industry trends and employment legislation; ensures compliance with local, state, and federal labor laws and regulations.
- Other duties as required.

EDUCATION & QUALIFICATIONS:

- Comfortable working in a diverse, anti-racist environment and engaging in conversations of diversity, equity, inclusion, justice, and belonging.
- Bachelor's degree in human resources, business, or a related field preferred.
- Minimum of 5 years' experience in a human resource management position preferred.
- PHR or SPHR certification highly preferred.
- Knowledgeable of state and federal employment law.
- Strong interpersonal, written, and verbal communication skills.
- Strong leadership and management skills.
- Strong computer skills including a working knowledge of Microsoft Office Suite.
- Knowledge of restorative practices (restorative justice) a plus
- Must successfully pass background check.



SPECIFICATIONS:

Job Type: Part-time

Pay: \$28.00 – \$35.00 per hour

Benefits:

- 401(k)
- 401(k) matching
- Flexible schedule with some remote capabilities
- Free parking
- Free lunch during the school year while working in the office

Schedule:

- 20 hours per week, Monday through Friday
- Generally flexible scheduling with occasional required meetings

Education: Bachelor's (Required)

Experience: Human Resources: 5 years (Preferred)

License/Certification: Professional in Human Resources and/or Senior Professional in Human Resources (Highly preferred)

Work Location: In person and remote

To apply: Please email apply@breakthroughtwincities.org with the subject line "HR Manager" – applications received by July 21 will receive priority consideration.

