



Employee Experience Manager

Mile High Youth Corps helps youth make a difference in themselves and in their communities through meaningful service opportunities and educational experiences.

Position Overview: Join a growing and thriving organization. Mile High Youth Corps (MHYC) offers a leading compensation package including generous paid time off; comprehensive insurance coverage including health, dental, vision and life; 403b retirement with 3% match; mental health and wellness support; professional development; hybrid work options.

The Employee Experience Manager is responsible for leading MHYC's primary HR activities and cultivating the employee experience from onboarding to exit. Responsibilities include benefits enrollment, tracking and reporting; payroll; staff hiring, onboarding, and orientation; staff performance evaluation; and Corpsmember (youth participant) onboarding and compliance. This position also collaborates with leadership to coordinate professional development.

Reports to: Director: Corpsmember Advancement and Compliance

Hours & Compensation

This is a fulltime exempt position with a starting pay rate of \$50,000-\$55,000/year dependent on experience. Paid time off accrual begins immediately upon hire. Medical, dental, vision and life benefits are available on the 1st of the month after working 60 days.

Areas of Responsibility

Human Resources:

- Manage benefit enrollment, audits, billing and payment reconciliations, and new staff presentations
- Manage payroll activities and reporting
- Support the development and implementation of HR best practices, procedures and policies including employee handbook
- Ensure compliance with local, state, and federal labor and employment laws and regulations, including Equal Employment Opportunity, FMLA and ADA compliance
- Maintain the integrity and confidentiality of HR files and records in accordance to applicable laws and regulations
- Respond to unemployment claims and employment verifications in a timely manner
- Support recruitment, hiring, onboarding, and off-boarding processes for staff and Corpsmembers (CMs)
- Develop, review and update staff and CM position descriptions and offer letter templates
- Coordinate new personnel orientations and professional development activities
- Respond to employment-related inquiries from applicants, employees, and supervisors, referring complex and/or sensitive matters to the appropriate staff
- Assist with internal and external HR audits
- Perform routine tasks required to administer and execute other HR responsibilities including but not limited to leave requests; disciplinary matters; disputes and investigations; and occupational health and safety

Supervision:

- Provide consistent and proactive supervision of the HR Specialist

Administrative Oversight:



- 403b and Affordable Care Act reporting
- Front desk staffing and operations

Agency Support:

- Promote agency mission in all activities.
- Advance MHYC's strategic diversity, equity and inclusion goals by applying the organization's Equity Lens to decision-making
- Attend and participate in staff and community meetings and retreats.
- Other duties as assigned

Mile High Youth Corps is committed to hiring candidates with unique backgrounds and perspectives. If you are interested in this position but are concerned that you do not meet all of the requirements or possess all of the necessary skills, or that prior convictions or your background might disqualify you, we encourage you to submit an application anyway.

Qualifications

Education: HR-related Bachelor's degree or equivalent human resource experience/certifications

Experience: Two or more years of human resource experience. Experience working with a diverse group of people in a team atmosphere.

Requirements:

- Desire to further Mile High Youth Corps' mission, vision and values
- Commitment to advancing MHYC's strategic diversity, equity and inclusion goals
- Excellent organizational skills and attention to detail
- Excellent interpersonal skills with the ability to manage sensitive and confidential situations with tact, professionalism, and empathy
- Excellent verbal and written communication skills
- Excellent time management skills with the ability to prioritize tasks and to delegate when appropriate
- Thorough knowledge of federal and state employment and labor laws and regulations
- Ability to legally work in the United States, which will be verified through the federal E-verify system
- Pre-service background check required, which includes fingerprinting

Preferred:

- Spanish:English proficiency
- Previous nonprofit experience

To Apply:

Candidates are asked to provide a resume including pertinent personal and/or professional experience. ***In the absence of specific work-related experience, applicants are encouraged to describe personal experience that pertains to position requirements in a cover letter.*** Send resume and cover letter to: staffjobs@mhyc.net (include **Human Resource Manager** in the email subject line). If you have questions about the position, please email: staffjobs@mhyc.net.

Mile High Youth Corps is committed to diversity in principle and practice, both in the community at large and within the organization. We are, therefore, committed to having our internal operations and employment practices administered on a non-discriminating basis inclusive of, but not limited to, race, religion, color, socio-economic status, gender, age, sexual orientation, military or veteran status, physical or mental disability, marital status, or national origin. Every effort shall be made to grant reasonable accommodation for qualified people with disabilities to participate in this AmeriCorps program.

More information can be found at www.milehighyouthcorps.org