



Human Resources Manager

Who are we?

CareerWise Colorado is a nationally recognized initiative that is shaping Colorado's workforce through innovative, business-led youth apprenticeships. Through our work, we help Colorado businesses fill high-demand positions through apprenticeships that create real value and positive return on investment. At the same time, our apprenticeship model paves the way to good, well-paying careers for students, along with increased access to post-secondary education. This innovative approach has captured the attention of business, government and education leaders across the state and country.

The role:

Reporting to CareerWise Operations Team, the Human Resources Manager will help to further develop our fast-growing organization by identifying staffing needs, designing, planning, and executing a strategy to source qualified candidates for open positions, and improving our onboarding process to ensure an effective ramp-up period and organizational alignment. Additionally, s/he will be responsible for all other internal HR operations, including but not limited to, compensation, payroll and benefits coordination, employee relations, and performance management.

Since the Human Resources Manager will work directly with both prospective and current employees, it is essential that s/he exhibits the highest level of professionalism, integrity, confidentiality, and serves as the gatekeeper of our culture and upholds our company values.

What you'll do:

- Assess all recruiting resource needs while developing and executing a recruiting plan to attract the most qualified talent.
- Plan and conduct new employee orientation to foster productivity, organizational alignment, and a positive attitude towards our mission.
- Provide current and prospective employees with information about company policies, job duties, wages, opportunities, and accessing employee benefits.
- Administer payroll and benefits.
- Develop and execute performance management systems/processes.
- Maintain records including but not limited to new hire paperwork, transfers, turnover, performance, PTO utilization, work anniversaries, etc.
- Develop recommendations for improvements to company policies and/or practices.
- Serve as a link between management and employees by handling questions and helping to resolve work-related issues.
- Administer 1099 contracts as needed.
- May perform other duties as assigned



Who are you?

- Knowledge and experience of principles and procedures for recruitment, selection, onboarding, compensation, and benefits administration.
- Experience recruiting at all levels, including senior-level employees.
- Experience recruiting for non-profit and/or startups.
- High level of integrity, confidentiality, and professionalism.
- Ability to consider the costs and benefits of potential policy/process changes and recommend what is most appropriate for our organization.
- Ability to provide guidance and expertise to management and other teams on HR systems, processes, policies or other related topics.
- Experience handling complaints, settling disputes, and resolving conflicts or otherwise negotiating with others.
- Ability to communicate important information and ideas clearly and in a timely manner.
- Ability to analyze complex problems and develop appropriate solutions under pressure.
- Detail oriented with the ability to work independently on multiple tasks at once.
- Ability to develop and leverage relationships within and across work groups to achieve results.
- Strong written and verbal communication skills that can communicate complex issues effectively.
- Ability to prioritize activities and work in self-directed manner against tight deadlines.
- Proficiency with Microsoft Office and G Suite.
- Experience and interest in working in a fast-paced, rapidly changing environment.
- Most importantly, you thrive in a high energy, dynamic team like ours. And we mean TEAM. We collaborate, engage in healthy debate, jump in wherever our skills are needed.

Sound interesting?

Click on this [link](#) to apply.

We are an equal opportunity employer that values diversity at all levels. All individuals, regardless of personal characteristics, are encouraged to apply.

If you need assistance or an accommodation due to a disability, you may contact us at careers@careerwisecolorado.org