



Job Title: Employee Experience Manager

Position Type: Full-time

Function/s: Organizational Capacity

No More Empty Pots

Education. Stewardship. Sustainability.

About No More Empty Pots

No More Empty Pots (NMEP) is a grassroots non-profit corporation that connects individuals and groups to improve self-sufficiency, regional food security and economic resilience of urban and rural communities through advocacy and action. No More Empty Pots' vision is to support communities in becoming self-sufficient and food secure through collaboration and adhering to core values of education, stewardship and sustainability.

Position Description | Employee Experience Manager

This position is responsible for supporting healthy growth and development of the company, teams, and individual team members. All NMEP staff are expected to prioritize people and a focus on relationships while maintaining high standards of program delivery and using sustainable budgeting and time management practices. This position reports directly to the CEO.

All candidates for NMEP positions are evaluated on “get it,” “want it,” and “capacity to do it,” as well as our 8 values: trustworthiness, people-orientedness, ability to accept challenges, ability to prioritize, ability to problem solve, versatility in applying knowledge and skills, commitment to NMEP's mission, and dedication to reducing structural inequities. All NMEP staff are expected to prioritize people and a focus on relationships while maintaining high standards of program delivery and using sustainable budgeting and time management practices.

Responsibilities

- Forecast hiring needs and ensure recruitment process runs smoothly
- Recruit and coordinate interviewing, references, and documentation for staff hiring
- Distribute, complete, and process paperwork for new hires
- Coordinate new hire orientation and develop orientation and training materials
- Process payroll
- Prepare and review compensation and benefits packages
- Administer health and life insurance programs
- Implement training and development plans including the employee leadership program
- Plan quarterly and annual performance review sessions
- Update employee records with new hire information and/or changes in employment status
- Maintain organizational charts and detailed job descriptions along with salary records
- Develop and implement HR policies throughout the organization
- Stay up-to-date and comply with changes in labor legislation, maintain and submit appropriate HR records
- Assist in the development of policies and procedures
- Coordinate exit process for departing employees
- Coach management and teams to promote and facilitate career growth and development, advising on proper implementation of disciplinary measures, coaching, and training
- Support belonging, dignity, and justice initiatives
- Promptly, thoroughly, and impartially coordinate responses to incidents and grievances

10% Administrative

- Team meetings and personal professional development

Required Qualifications:

- 4 year degree in business, social work, public administration, or related field
- At least one year administrative or management experience
- Competence with Google Suite and Microsoft Office
- Comfortable and willing to learn necessary software platforms
- Skill and experience to handle sensitive information with integrity

Preferred Skills, Qualities, and Experience:

- 3+ years related experience
- aPHR, PHR, SHRM-CP, CPTD, or other human resources or talent management credential
- Experience developing and administering diversity, equity and inclusion programming
- Written and spoken Spanish language competencies

Working Conditions & Physical Demands:

- This person frequently communicates with staff, students, volunteers, vendors, guests to the program, and others about program and organizational operations, policies, and products. Must be able to communicate and exchange accurate and relevant information in these situations.
- May need to move about buildings or different locations
- Constantly works indoors
- Constantly operates a computer and other office equipment
- Occasionally moves materials weighing up to 30 pounds
- Flexibility to work evenings and weekends

Salary: Commensurate with experience and qualifications, \$41,600 - \$62,400

To Apply: To be considered for this position, please submit a resume and cover letter to No More Empty Pots at jobs@nmepomaha.org. Be sure to include why a position with No More Empty Pots is a good fit for you.

No More Empty Pots does not discriminate based on race, color, ethnicity, national origin, sex, pregnancy, sexual orientation, gender identity or expression, religion, disability, age, genetic information, veteran status, marital status, and/or political affiliation in its programs, activities, or employment.