

About Us

Founded in Colorado in 2005, There With Care's mission is to provide a wide range of meaningful and fundamental services for families and children during the critical phase of a medical crisis. We serve families referred by hospital social workers and build support around them through a community of individuals, volunteers, services, and businesses, who ease their burden of life's day-to-day obligations with compassion and care. Our current service locations are Colorado, Middle Tennessee, and the Bay Area of California.

The Role

The Human Resources Manager will be responsible for overseeing the HR/Admin operations and engaging employee experience by supporting all employee-related issues in our CO and Middle Tennessee offices. This position will have both administrative and strategic responsibilities, assisting in the planning and administration of important functions, such as policy administration, staffing, and training and development. This role will support the Leadership Team and build strong partnerships within the organization to foster a positive and fulfilling work environment. As one of the primary points of success for all employees, this role sets the benchmark of our company mission and core values.

The Important Work You'll Do

- Oversee, refine, and execute employee standards and procedures, implementing best practice systems and processes.
- Maintain and enhance employee benefits programs, including compensation, health insurance, expenses, vacation, and other personnel packages.
- Assist with recruitment efforts.
- Ensure legal compliance by monitoring and implementing applicable HR federal and state requirements, conducting investigations, and maintaining records.
- Identify and recommend areas of improvement to internal standard operating procedures, including team structure and morale.
- Facilitate and support succession planning efforts.
- Support departments in the development and delivery of strategic HR plans to fit with the overall business direction.
- Mediate and resolve employee grievances.
- Train managers to coach and counsel employees.
- Champion the onboarding process, ensuring the process is up to date and of high quality, providing clarity and connection for all employees and their role in relation to the overall vision.
- Implement and facilitate a performance management process.
- Brings the lens of Diversity, Equity, and Inclusion to all conversations.
- Support Accounting with payroll processing and serve as backup, as needed.
- Support a culture of employee wellness.
- Manage Office Manager.
- Perform other related duties as assigned.

Qualities That Might Make You Successful In This Role

- *You Want to be Part of Something Bigger.* Our mission inspires you. The idea of helping families and engaging the community to participate through your skills motivates you.
- *You are a master of your own Time Management.* You are comfortable juggling multiple projects and multiple people and are masterful at prioritizing, and re-prioritizing when necessary.
- *See the Solutions.* Good at solving problems with compassion and care. You are willing to find a solution, adapt, then execute. And when you don't have the answers, you aren't hesitant to ask and learn.
- *Details matter.* You have a sincere desire to understand the details of every aspect of the organization and are not afraid to ask for clarity when needed. You have impeccable attention to detail and put care into all you do.
- *Collaboration Inspires You.* Working as a team, brainstorming and problem-solving together motivates you. You view feedback not as criticism, but as a way to have a better, stronger outcome. You naturally see ways to engage people and see the importance of building community.

The Important Skills You'll Need To Have

- Ability to work out of our Boulder office with occasional travel to our Denver office.
- Bachelor's degree in HR management or a related field.
- A strong commitment to the mission of There With Care.
- 5+ years of experience in HR management, with a proven track record of success.
- Strong knowledge of HR policies, procedures, and best practices.
- Experience with processing payroll.
- Excellent leadership, conflict resolutions, and people management skills.
- Strong communication and interpersonal skills.
- Ability to analyze data and use it to inform HR strategy.
- Must have computer proficiency and knowledge of MS Office, including Outlook, Excel, and PowerPoint.
- Familiarity with HR software and tools.

Compensation and Benefits

- Pay: \$35-\$40 per hour
- Part-time, Non-Exempt, 30 hours per week
- 401(k) plan

How To Apply:

Please submit your resume and cover letter to: careers@therewithcare.org.

This position is based in our Colorado location.

This position requires a Criminal Background Check. We reserve the right to make employment contingent upon successful completion of a Criminal Background Check.



Human Resources Manager – CO
External Posting

There With Care is an Equal Opportunity Employer.