



Junior Achievement of Wisconsin, Inc. Position Description

Position: Human Resources Manager
Location: Metro-Milwaukee
Status: Full-time, 37.5 hours/week
Work Environment: Hybrid

Leader: President
Team: Enterprise-wide Leadership
FLSA Status: Salary / Exempt

A POWERFUL PURPOSE:

At Junior Achievement, we believe in the boundless possibility of young people. A community connected education partner, Junior Achievement of Wisconsin's purpose is to inspire and prepare young people to succeed. Junior Achievement reaches more than 100,000 Wisconsin students in K-12+ and delivers relevant, hands-on learning experiences in financial literacy, career readiness and entrepreneurship. Our vision is to ensure today's students have greater economic opportunity and mobility.

Junior Achievement team members are known for their passion for the JA mission. Members of the team interact with business and education leaders, volunteers and philanthropists who support JA with their time, talent and treasure. Junior Achievement of Wisconsin offers a collaborative, inclusive work environment and the opportunity to impact the lives of young people in our community.

POSITION CONCEPT:

The Human Resource Manager is responsible for independently leading and managing all aspects of human resources as a team of one in our mid-sized non-profit organization, supporting more than 70 full-time and part-time employees. This role includes developing and implementing HR policies and procedures, ensuring legal compliance, managing employee relations, and fostering a positive workplace culture. This position plays a critical part in workforce planning, recruitment, benefits administration, and performance management, and is a member of the Leadership Team.

PRIMARY RESPONSIBILITIES:

Workforce Planning & Talent Acquisition

- Develop and oversee workforce planning and budgeting to align staffing needs with organizational needs and objectives.
- Lead recruitment, hiring, and onboarding processes, ensuring a seamless and positive experience for new employees.

Employee Relations & Culture Management

- Act as a trusted advisor for employees and management in resolving workplace conflicts and employee relations issues.
- Promote a positive work culture by implementing initiatives to boost employee morale, engagement, retention, and growth.
- Strengthen an environment of open and effective communication.
- Create organization-wide initiatives to foster an engaged and inclusive workplace.
- Maintain job descriptions, salary structures, and compensation programs to ensure equitable and competitive pay practices.

Policy & Compliance

- Develop, implement, and maintain HR policies and procedures to ensure compliance with federal, state, and local employment laws and regulations.

- Serve as the primary point of contact for all HR-related legal matters, ensuring organizational compliance.
- Manage injury, leave, and accommodation requests in compliance with FMLA, ADA, and other relevant laws.

Compensation & Benefits Administration

- Administer health insurance, retirement plan, and wellness initiatives managed by Junior Achievement USA, ensuring seamless implementation for Junior Achievement of Wisconsin employees. Manage all related administrative and educational activities to support employees and comply with organizational policies and procedures.
- Provide guidance on compensation management, ensuring internal equity and external competitiveness.

Performance Management & Leadership Development

- Oversee the performance management process, including expectation setting, evaluations, and performance improvement plans.
- Provide coaching and guidance to leadership on HR best practices.
- Research and implement leadership resources to support the growth and effectiveness of managers and supervisors.

HR Systems & Data Management

- Oversee the administration and maintenance of the Human Resources Information System (HRIS), personnel files, and electronic employee records with national headquarters.
- Ensure accurate and timely HR reporting, analytics, and data integrity.

The above position description is not all inclusive and is not an implied contract of duties performed. It is a general overview of position responsibilities.

EDUCATION/EXPERIENCE REQUIRED: Bachelor's degree in human resources, business administration, or a related field, with a minimum of 7 years of progressive HR experience. Experience in a non-profit organization is preferred. Strong knowledge of employment laws, compliance, and HR best practices. Proven ability to develop and implement HR policies and initiatives. Excellent interpersonal, communication, and conflict-resolutions skills. Ability to maintain confidentiality and handle sensitive information with discretion. Proficiency in HRIS systems and Microsoft Office Suite. HR certification (e.g. SHRM-CP, SHRM-SCP, PHR, SPHR) preferred.

WORK ENVIRONMENT: This position currently has a hybrid onsite and remote work model. Onsite work is required to be a minimum of 60%, i.e. 3 days per week. It is required to be onsite during our office collaboration days each Tuesday and Wednesday, and one additional day per week. Occasionally there are additional onsite requirements for meetings and events. This is a critical component of the role, as it directly supports team collaboration and the delivery of internal customer service for our teammates and leaders. Onsite presence is necessary to ensure effective communication, access to physical resources, and to exhibit leadership presence. This requirement may also include working outside of normal business hours as required to support business needs.

PHYSICAL REQUIREMENTS: The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to: talk or hear, sit and use hands, occasionally required to walk or stand and lift or carry light weights (less than 10 lbs.). They may intermittently be required to bend or stoop, kneel or squat, and grasp or pinch. Specific vision abilities include continuous clear close vision and distinguishing colors.