Who we are:

The Crisis: The truth is that there are not enough families to care for Montana’s innocent children. There are thousands of children in Montana’s foster care system and nowhere enough families to care for each one.

The Solution: We bridge the gap by raising up bold and passionate Christians to do the hard work of caring for the vulnerable in our communities, whether a child's need is a few days, a few months, or forever because our vision is a family for every child.

The Mission: We aim to inspire a movement of fearless, joyful ambassadors of Christ who fight for children who bear the invisible marks of being unseen, unheard, and unwanted. Our mission is to find and equip foster and adoptive families for children who have suffered abuse and neglect.

This all begins with the people who are called to work at Child Bridge.

Who you are (knowledge, skills, and abilities):

The People Operations Manager oversees a variety of process, procedure, and systems that cares for our most valuable resource, our people. This position is both people and detail, creative and tactical. People Operations at Child Bridge is all about making the systems work for the people, not the other way around.

- Warm and relational verbal, written, and interpersonal communication skills. You can connect with a variety of people in a range of settings (small gatherings, large groups, individual meetings, etc.).
- Sound perception in conversations, observation, judgement, and decision making. You know how to listen both to the said and unsaid, you know how to ask questions to gather more information, and you know how to take the next right step.
- Confidentiality is your best friend. Enough said.
- Highly efficient in time management and setting priorities. The most consistent thing in operations is change, and you can pivot quickly to match the needs of the team and organization.
- Active learner willing to collaborate with others and learn new ideas. We are always
learning, and you enjoy growing in knowledge and skill along the journey.

- Analytical thinker who can evaluate data and create solutions based on the analysis. There is data for everyone around here, and you are not afraid to dig into the details of it all.
- Project management skills that can take ideas from conception to implementation. You thrive on being a member of a team that is regularly implementing new processes and systems that work for the organization and its people.
- Proficient in Microsoft office suite. We use it all: Outlook, Word, Excel, PowerPoint, Teams, OneDrive, SharePoint.
- Capable of working with a variety of technology including databases, video conferencing, cloud-based applications, payroll software, HRIS, etc. Half of our team is spread across the state, so we are always online.

What you've done (education, certification, and experience):

- Bachelor's degree in Human Resources, Business Administration or related field required.
- Minimum of four years of experience in human resource management.
- Minimum of two years of experience in benefits administration and payroll.
- Minimum of two years of experience in implementing processes and systems.
- Minimum of two years of experience in payroll software and HRIS.
- Current knowledge of Montana employment laws desired.

What you'll do (essential duties and responsibilities):

**Talent Acquisition**

- Ensure role clarity across the organization with regular upkeep of job descriptions.
- Manage the talent acquisition lifecycle, working in collaboration with hiring managers and teams.
- Create and oversee the integration process for new team members.
- Execute hiring plans as needs arise.

**Talent Development and Management**

- Implement and manage the organization’s buddy and mentor program.
- Coordinate the management of team gatherings including the annual meeting, virtual connections, and regional get-togethers.
- Oversee the performance management program from creating the annual evaluation calendar to training and coaching managers to documentation practices to merit pay adjustments.
- Implement and manage the organization’s professional development program.
• Assist with regular culture enrichments by overseeing the values program, in conjunction with the Leadership Team produce a culture book, and find new ways to integrate the organization’s values into daily operations.
• First responder to employee inquiries and/or conflict resolution.

Technical
• Administer bi-monthly payroll and organization’s benefits program.
• Retain accurate and complete personnel files.
• Manage the HRIS.
• Keep all HR policies, procedures, SOPs, and memos up to date and aligned with missional operations.
• Manage all aspects of an organizational exit.
• Stay well-informed with Montana employment laws changes and work with legal counsel as needed.

To perform this job successfully, an individual must demonstrate capacity or potential to perform each essential duty with excellence. The above statements reflect the general details necessary to describe the major functions of this position and are not intended to be a detailed description of all the work/functions that may be required. Other duties may be assigned.

Where you’ll work:

Physical Demands
• 1/3 of the time be able to: climb or balance; stoop, kneel, crouch or crawl; lift up to 50 pounds; push or pull up to 25 pounds.
• 3/4 of the time be able to: stand; sit; walk; use close vision (20 inches or less) for computer work; reach with hands and arms.
• 3/4 of the time be able to: use hands; talk and hear.

Work Environment
• Noise level in the work environment is moderate.
• The normal work environment is an office environment with occasional meetings offsite in conference areas, coffee shops, and/or other public spaces.
• The work schedule varies based on the needs of the organization and will have some weekend and evening work.
• Travel to Hub office sites on an as needed basis.
• Must have a valid driver’s license, active and up to date liability coverage, and a dependable vehicle.

The requirements described are representative of the knowledge, skills, abilities, education, experience, and physical demands an employee needs while performing the essential functions of this job. The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.