

# **Position Announcement-Director of Human Resources Mississippi Food Network Jackson, MS**

## **POSITION SUMMARY**

The Human Resources Director is a visionary leader with a passion for promoting a positive work environment. The purpose of the Director of Human Resources is to create, provide and manage human resources services, policies, and programs for MS Food Network. The major areas are compensation, benefits, workers' compensation, recruiting, staffing, performance management, employee relations, policy and procedure development employee safety and welfare, training and development, compliance with applicable federal and state laws, and records and systems management.

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## **RESPONSIBILITIES**

- Comply with all AIB regulations and adhere to food safety compliance standards.
- Interpret benefit guidelines and policies to staff, direct benefit enrollment, participate in plan negotiations, and respond to employee inquiries.
- Manage workers' compensation claims, coordinate treatment for work-related injuries and illnesses, manage return to work and alternate duty program, and determine ways to reduce work-related injuries.
- Investigate and mediate employee relations issues.
- Develop training/professional development courses and plans to support organizational needs.
- Handle staff recruitment, hiring, and orientation of new employees.
- Provide guidance, advice and counsel to management on HR matters.
- Ensure proper time keeping, monitoring, and compliance with FMLA (Family Medical Leave Act)
- Plan and develop HR policies and procedures and programs to meet organizational needs.
- Oversee HR related regulatory compliance.
- Provide leadership and direction to ensure compliance with current applicable laws.
- Provide direction and support for performance management, including reviewing and revising job descriptions as needed, supporting strategic plan initiatives, helping develop and implement other department goals, managing periodic individual performance evaluations.
- Manage fiscal responsibility of HR department through budgeting and review of financial activities.
- Continually seek out best practices and guide the organization to adopt practices that are appropriate.
- Perform other services to internal and external customers as assigned by supervisor.
- Create and implement employee relations policies to help increase employees' job satisfaction.

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- Spearhead employee social activities that bolster employee morale (e.g. Spirit Committee, MFN Week, MFN Family and Fun Day and employee monthly recognition)
- Devise and maintain a list of procedures and practices to support HR policies.
- Work with Accounting personnel in payroll and budgeting processes.
- Communicate with employees about compensation, benefits, and other facets of their employment.
- Respond to questions or complaints from employees in a timely fashion.
- Updates job knowledge by participating in conferences and educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.
- Performs additional duties as assigned.

**QUALIFICATIONS**

- Bachelor's degree in human resources or related field or demonstrated equivalence in formal education and experience.
- 8+ years' of progressively responsible experience in human resources of which 3+ years' experience is in a HR leadership position.
- Expertise in communications and interpersonal skills
- Ability to communicate effectively orally and in writing.
- Extensive knowledge of human resources management issues, policies, programs and regulations, including experience with recruitment, compensation, employee relations, performance management and equal opportunity employment
- Ability to establish and maintain effective working relationships with employees and management across all levels.
- Strong understanding of the interviewing process, benefits administration, payroll and other HR functions
- PHR or higher certification preferred.
- Excellent leadership and planning skills
- Proficient in Microsoft Word and Excel. Experience creating PowerPoint displays is desired.

**Apply:** Applications are accepted by email or mail. Send your resume to Human Resources, Mississippi Food Network

- [humanresources@msfoodnet.org](mailto:humanresources@msfoodnet.org) with the subject line "Director of Human Resources"
- PO Box 411, Jackson, MS 39205

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