

## Job Description: Human Resources Manager, JB Media Group, RA Media & JB Media Institute

### Summary

This position oversees and executes the human resources functions for the JB Media family of companies and provides a people focused perspective to the cross-company leadership team. As the keeper of the culture, the Human Resources Manager puts people first and seeks opportunities to support the teams in their development of skills, mindset, and capacity to achieve the companies' goals. This role works closely with the Integrator and Director of Project Management and Data Systems and nurtures his or her own relationships with individual team members. Excellent interpersonal, organizational, and communication skills, a grounded yet positive attitude, and a creative approach to problem solving are the foundation for success in this role.

### Roles & Responsibilities

#### Human Resources

- Creates and executes human resource strategies and systems to meet capacity needs while supporting company culture
- Develops, maintains, and revises policies, processes, forms, team handbooks, and other documents needed for human resource management for salaried and hourly employees and contractors
- Ensures policies comply with local, state, and federal requirements as well as company values and, for JB Media Group, B Corp certification
- Executes all human resource processes including:
  - Hiring – revises job descriptions and creates new ones as necessary; creates vacancy postings; oversees interviews, candidate selection, offers, salary negotiations, start dates, and onboarding
  - Time Off – maintains policies and processes related to time off including coverage and tracking, if applicable
  - Benefits – manages and implements current benefit offerings, including YMCA corporate membership and Colonial offerings via Decisely; explores options and feasibility of additional offerings; and oversees execution and communication of the chosen offerings
  - Employee reviews – facilitates annual reviews including coordination of peer and leadership reviews, preparation of feedback summary, and assisting each staff member with work plan development; conducts annual work plan check-in six months after annual review
  - Team support – provides opportunities and systems for team members to request support as they need it; offers coaching, resources, and support
  - Interventions – addresses behavior and performance issues with staff by creating 30-day corrective plans, issuing warnings, and maintaining appropriate documentation
  - Exits – leads staff offboarding including exit interviews; carries out terminations including preparing notices and severance packages
- Develops processes and programs to support the team's professional development to achieve the company's goals; support effectiveness in current roles, provide cross training

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opportunities for professional growth and expanded team capacity, and reinforce team culture including:

- Lead or coordinate staff trainings
- Direct coaching and mentoring
- Develop programs, policies, and initiatives
- Collaborate with Sales & Project Management staff regarding the professional development desires and capacity of individual team members as appropriate to inform project team assignments
- Works collaboratively with the Director of Project Management to monitor team capacity
- Ensures job descriptions for current team members are reviewed and updated annually
- Leads, documents, evolves, and upholds the company's conflict management process
- Develops and implements internship programs including intern selection, assignments, feedback, and oversight
- Collaborates with the Integrator to ensure annual team retreats and planning sessions meet the company's goals and supports the company culture

### Culture

Leads the ongoing development of company culture for each business which realizes the company's values, supports the mission, and achieves the Founder's vision.

- Reinforces the company culture by engaging the team in addition to leading by example
- Facilitates team communication, collaboration, and trust through formal and informal means
- Oversees and supports acknowledgement and recognition initiatives, programs, awards, and systems to include birthdays, work anniversaries, and life events
- Monitors team health and addresses behavior, systems, and other elements eroding company culture
- Leads company volunteer initiatives, opportunities, and tracking
- Organizes and supports team building activities and communications

### B Corp Certification

Serves as the "B" Keeper for JB Media Group by:

- Monitoring necessary data as committed to under B Corp certification (i.e. training received, volunteer hours)
- Completing Business Impact Assessment for timely renewal of B Corp certification in March 2021
- Incorporating required updates and additions to policies, systems, and documents to maintain B Corp certification

### Leadership Team

- Models appropriate embodiment of each company's values, policies, and processes for the staff, interns, contractors, clients, and partners
- Coaches and supports staff, interns, and contractors in living the company values, complying with policies, and following processes

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- Represents the company in the Founder's stead or when appropriate at networking events and conferences
- Demonstrates commitment to continual self-improvement and professional development as a model to others and to better contribute to the fulfillment of the missions and the Founder's visions for each company
- Participates in annual and quarterly planning sessions and weekly meetings to align operations with business strategy and company values
- Responsible for one or more company Rocks each quarter in support of annual goals
- Receives feedback from the staff including fellow leadership team members with the goal to learn, grow, and facilitate relationships
- Supports or completes award applications for the companies and staff