



Modist Brewing Co.

Position:	Human Resources and DEI Facilitator
Reports To:	Ownership, Head of Operations
Status:	Full Time / Salary / Exempt
Pay Rate	\$50,000 - \$60,000 Annually

MISSION:

At Modist, our aim is to modify beer and how it is perceived by defying rules and expectations. We push past traditional brewing by embracing creativity and unconstrained experimentation, taking an innovative approach to ingredients and techniques in order to harness raw inspiration and create a new beer experience.

JOB OVERVIEW:

The role of the Human Resources and Diversity, Equity and Inclusion Manager is to develop, implement and lead all aspects of human resources. We are looking for a driven and people-oriented person who can be a key member of Modist and help us further develop a diverse, equitable and inclusive environment for all current and future employees. You will be tasked with guiding us in making sure the handbook is up to date and we are operating in the parameters of it as well as in accordance with local, state and federal laws. The HR manager should be well versed in interpersonal skills, active listening, and negotiation skills.

GENERAL MODIST REQUIREMENTS:

Modist Brewing is an inclusive and safe community and expects all employees and prospective new hires to exhibit the following qualities:

- Treat every individual with respect and facilitate a safe and welcoming environment for all employees and customers
- Be responsible and self driven, conducting oneself with dignity, self respect, and motivation
- Be an ambassador for Modist, all Modist brands, and act as a steward for the Minnesota Brewing community



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KEY DUTIES & RESPONSIBILITIES:

- Work directly with our DEI consultant to foster and facilitate DEI goals and initiatives that are in place as well as identifying new initiatives
- Help align DEI goal with recruitment, retention, and employee development
- Staying up to date with local and federal rules and regulations to help Modist stay in accordance with them
- Develop and implement HR strategies and initiatives that align with overall company vision and values
- Support management and employee relations by addressing concerns, grievances, and other issues as they arise.
- Be a key component of the management team by leading and implementing practices and helping to realize company objectives
- Manage health insurance, benefits, stipend and 401k management on respective platforms and facilitating annual open enrollment periods.
- Work to foster employee engagement and retention through training, education and staff events
- Maintain employee trackers such as reviews, birthdays and work anniversaries
- Help manage and facilitate hiring, onboarding, orientation and offboarding with team managers
- Confidently handle disciplinary actions and grievances
- Payroll processing
- Manage and facilitate SOP writing and usage
- Manage the Modist Donations Program and work alongside Finance to oversee yearly spending and what nonprofits/groups to partner with.



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SKILLS REQUIRED:

- Previous computer experience, knowledge, and/or ability to learn technology platforms (spreadsheets, Google Suite, email, Slack, etc.)
- Experience with payroll systems (Paylocity)
- Experience in DEI programs
- Strong written and verbal skills
- Bachelor degree in human resources management or equivalent experience preferred
- Minimum of 1-3 years human resources experience preferred

WORK ENVIRONMENT:

- Able to work flexibly in multiple work environments including the Modist office, taproom, production brewery, off-site, and field locations
- Prioritizes safety and insists that team members follow safety protocols and best practices to ensure a safe work environment for all employees
- Hybrid requirements of in office and work from home

BENEFITS:

- Health Insurance (50% of whole family paid by Modist)
- Dental Insurance (50% of whole family paid by Modist)
- Vision Insurance (75% of whole family paid by Modist)
- 401k (matching)
- Unlimited time off with manager's approval
- Paid Holidays
- Employee Discounts
- Employee assistance program
- Beer
- Flexible work environment

PHYSICAL REQUIREMENTS:

- Ability to sit and/or stand for up to 8 hours per day