



## Human Resources Generalist

<b>DEPARTMENT</b>	Operations Team
<b>REPORTS TO</b>	Executive Director of Operations
<b>CLASSIFICATION</b>	Full-time (Monday – Thursday)
<b>SALARY</b>	\$55K-65K full-time
<b>LOCATION</b>	Bethaday Community Learning Space (BCLS)

### SUMMARY

The Human Resources Generalist reports to the Executive Director of Operations and is part of the Operations team. Human Resources Generalist plays a pivotal role in employee relations. The Human Resources Generalist works throughout their entire time with the organization, from recruiting new hires, onboarding new employees, and exit interviews. The Human Resources Manager is responsible for researching and implementing new HR policies & procedures compliant with WA & Federal laws, employee benefits, compensation as well as provided support for any HR disputes and legal situations.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Manage hiring/exit process including posting job openings, reviewing resumes, coordinating interviews, and reference/background checks
- Work with the Operations team to enhance the hiring, onboarding and exit process
- Update the Handbook with new policies that are WA and Federal mandated
- Develop programs to improve employee relations and offer employee support to team members
- Ensure that the hire orientation and exit interviews reflect HR WA and Federal mandated laws
- Update HR personnel file system to be compliant with WA and Federal mandated
- Automate all HR documentation
- Policy development and documentation
- Keep Salary Matrix updated based non-profit trends



#### QUALIFICATIONS

- Comprehensive understanding of local, state and federal employment laws
- Exceptional interpersonal communication and relationship-building skills
- Demonstrated ability to improve employee morale
- Openness to participate in Racial Equity work to recognize personal bias and improve performance through a racial equity lens
- Detail-oriented, organized, deadline-driven
- Motivated self-starter with the ability to work independently with purpose and accuracy in a fast-paced environment
- Ability to work in an environment with limited supervision; independent problem-solving skills and the ability to coordinate several projects at one time
- High proficiency with Microsoft Office
- Familiarity with Box.com, Google Docs A Plus

#### EDUCATION AND EXPERIENCES

- Bachelor's degree or equivalent is required, preferably in Human Resource or Related Field
- 3+ years of experience in Human Resource leadership role
- Experience working with Non-Profits
- Experience working with Diverse Populations