

## WOMEN HELPING WOMEN JOB DESCRIPTION

**POSITION TITLE:** HR Generalist

**FUNCTION:** Highly motivated, self-starter and detailed focused professional to manage the day-to-day HR processes for the Agency. Partners with management and associates to build a highly engaged workforce. Drive all HR related strategies including hiring, developing and retaining top talent.

### **ESSENTIAL FUNCTIONS:**

- Manage and resolve general employee relations issues.
- Maintain knowledge of legal requirements related to day-to-day management of associates, reducing legal risks and ensuring regulatory compliance.
- Provide day-to-day performance management guidance to management (e.g., coaching, counseling, professional development, disciplinary actions).
- Provide HR policy guidance and interpretation.
- Achieve staffing objectives by recruiting and evaluating job candidates, advising managers, and managing promotions.
- Partner and collaborate with managers on a regular basis and proactively identify future hiring needs. Create a pipeline of qualified candidates and maintains their level of interest to meet current and future demands.
- Identify and communicate with candidates, conduct interviews, perform background checks, complete hiring process including new hire paperwork.
- Maintain a connection with associates through scheduled emails, calls, and in person meetings. Conduct stay interviews.
- Partner with managers to celebrate successes and address any issues that are uncovered.
- Working with HR Committee, conduct and manage exit interview process, review results with HR Committee and share with Agency personnel as necessary.
- Drive diversity and inclusion initiatives across the organization.

### **QUALIFICATIONS**

- Minimum of 1-3 years of experience in Human Resources which includes HR Generalist experience (employee relations, recruiting, change management etc.)
- Ability to engage, inspire, and influence people
- Ability to develop clear, actionable steps from overall strategy
- Analytical and problem solving skills with the ability to identify and understand issues, analyze and draw conclusions, and determine appropriate course of action.
- Must have the ability to make effective decisions when dealing with conflict resolution.
- Strong time management skills in managing multiple priorities.
- Ability to handle sensitive data
- Strong client focus / customer service orientation
- Knowledge of state and employment laws such as EEOC guidelines, FLSA, FMLA, ADAAA etc.

**PREFERRED KNOWLEDGE AND SKILLS:** Professional certification (PHR or SHRM) preferred

**LEVEL OF COMPLEXITY AND SCOPE:** Solves a broad range of straight-forward problems.

**DEGREE OF INDEPENDENCE AND DECISION-MAKING:** Collaborate with Executive Team to solve more complex problems

**OTHER REQUIREMENTS:** Must be able to travel to other locations and work outside of normal business hours when needed. To facilitate Agency effectiveness, may be expected to take on other duties as assigned.

**DIRECT SUPERVISION OF STAFF AND VOLUNTEERS:** None

**ACCOUNTABILITY:** Chief Financial Officer (CFO)

**HOURS:** Full-Time

**PAY BASIS:** Salaried/Exempt, \$52-\$58K

**BENEFITS:** As stated in the current Human Resources Policy Handbook

Women Helping Women believes in equity and inclusion and welcomes diversity of experience and expression at the agency in recruitment, hiring, training, compensation and promotion of diverse talent at the Agency. WHW is an equality and equity opportunity employer.