

POSITION: Human Resources Generalist
DEPARTMENT: Admin
REPORTS TO: CEO

Status: Exempt
Hours: 35 per week

SCOPE OF WORK: As a Human Resource Generalist at New Hope, you will play a crucial role in supporting our mission to help victims and survivors of sexual and domestic abuse rebuild their lives and maintaining an employee-centered and justice-oriented workplace. **It is expected that the Human Resource Generalist job performance will incorporate the practice and promotion of New Hope's core values, which include respect, teamwork, empowerment, and professionalism.**

Responsibilities include but are not limited to:

1. Assists the CEO in maintaining an organizational-wide tone of inclusion, respect and cooperation, upholding human dignity and staff development and adherence to standards of non-discrimination and promotion of justice and accountability.
2. Recruitment and Onboarding: Manage the recruitment process for various positions, including but not limited to ensuring that we attract diverse and qualified candidates who align with our organization's values. Coordinate the onboarding process to welcome and integrate new employees into our work culture.
3. Employee Relations: Serve as a point of contact for employees, addressing their concerns and fostering a positive work environment. Handle conflicts and promote effective communication among team members.
4. Benefits Administration: Oversee employee benefits programs, including health insurance, retirement plans, and other welfare benefits, ensuring that employees have access to the support they need.
5. Performance Management: Assist in the development and implementation of performance appraisal systems. Collaborate with managers to provide feedback and guidance for employee development.
6. Compliance and Policies: Ensure compliance with labor laws, regulations, and internal policies. Keep abreast of any legal changes that may impact our organization's HR practices.
7. HR Records Management: Maintain accurate and up-to-date employee records, including personnel files and related documentation.
8. Diversity, Equity, and Inclusion: Promote diversity, equity, and inclusion initiatives throughout the organization to create a welcoming and supportive environment for all employees.
9. Employee Engagement: Organize events and initiatives to foster a positive and engaging work culture, enhancing employee morale and satisfaction.
10. Partner with the Executive Director regarding salaries for new or upgraded positions, monitor consistency of staff salaries, advocate for and process salary changes as appropriate and provide salary information to payroll and others as needed.
11. Confidentiality and Sensitivity: Handle sensitive and confidential information related to domestic abuse victims and maintain the utmost discretion and empathy.

Requirements:

- Bachelor's degree in Human Resources, Business Administration, or equivalent experience.
- Demonstrated leadership skills in a mission driven environment.
- Strong commitment to a diverse and inclusive workplace
- Proven experience in HR roles, preferably in a nonprofit or social services environment.
- Knowledge of employment laws, regulations, and HR best practices.
- Excellent communication and interpersonal skills.
- Strong organizational and problem-solving abilities.
- Compassionate and empathetic approach towards the needs of sexual and domestic abuse victims and survivors.

By fulfilling this vital role, you will contribute significantly to New Hope's mission and make a meaningful difference in the lives of those seeking refuge and support from domestic abuse situations.

At New Hope we celebrate diversity and are committed to creating an inclusive environment for all employees. We strive to provide equal employment opportunity to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state or local law. In addition, New Hope will provide reasonable accommodations for qualified individuals living with disabilities.

New Hope's goal is to increase representation of women, people of color, LGBTQIA+, veterans and persons living with disabilities. Our programs are designed to comply with all applicable federal, state and local laws, directives and regulations and cover all human resource actions including employment, compensation, benefits, training, education, tuition aid, transfers, promotions and social/recreational programs.