



JOB DESCRIPTION

TITLE: Human Resources Generalist

REPORTS TO: Chief of Administration and Executive Affairs

STATUS: Exempt

DATE PREPARED: February 2017

FPWA is an anti-poverty, policy and advocacy organization whose mission is to promote the social and economic well-being of greater New York's most vulnerable by advocating for just public policies and strengthening human service organizations. FPWA has a membership network of nearly 200 human service organizations and churches that operate over 1,200 programs throughout the New York City metro area. Together we serve over 1.5 million low-income New Yorkers of all ages, ethnicities and denominations each year.

POSITION OVERVIEW

The HR Generalist is responsible for management and delivery of all human resources administration for FPWA. The HR Generalist plays a critical role in employee on-boarding inclusive of recruitment, hiring and succession planning; benefits management and analysis; managing to maintain high-performing HR function including performance management and records management; and, other essential activities which build and maintain an effective workplace.

KEY RESPONSIBILITIES INCLUDE:

Recruitment, Hiring and Separation

- Coordinating all recruitment and selection processes, background screening, on-boarding, performance management administration and termination processes including conducting new hire orientations, exit interviews and so on
- Coordinate all intern support across the organization to maximize quality of the experience for participants and 'host' teams while ensuring compliance with labor requirements

Benefits Administration

- Administration of all employee and retiree benefit programs including liaison with vendors, production and updating of employee materials, coordination of enrolment services, processing of invoices etc.
- Deliver employee 'customer service' in navigating, troubleshooting and providing support in uptake of benefits by employees
- Review and evaluate benefit programs, as needed, including benchmarking using appropriate data sources, identification of best practices and so on

HR Administration

- Ensuring maintenance of all employee data, records and files in accordance with statutory and organizational requirements. Ensuring that files and systems are up to date and accurate at all times
- Timely distribution of statutory employee notices
- Appropriate absence monitoring including use of electronic time-keeping systems liaising with managers as required
- Provide compensation related data to support preparation and processing of payroll as required. Ensure timely resolution of compensation -related queries
- Coordinate and draft, as needed, operations / human resource policy, procedure information and updates to employee policy materials (incl. employee handbooks)
- Contribute to building enhanced employee engagement including identifying opportunities to build increased collaboration and sharing of knowledge across teams, coordinating the provision of all FPWA employee events including holiday parties, outings etc.; coordinating all staff meetings and ensure appropriate follow up actions are taken
- In liaison with key managers, manage and ensure the provision of professional development and other learning opportunities across the organization

Employee Relations

- Serve as key communicator and enforcer of key HR policy and procedure including leave of absence, time and attendance management, and the like, to ensure effective implementation of policies and procedures
- Provision of employee relations advice and guidance including current and former employees including advising leadership on organizational culture, working with managers to navigate HR matters, liaising with retirees, etc.

And any other duties and responsibilities which may be appropriate to the role of Human Resource Generalist and / or which may contribute to the effective administration of the organization

REQUIRED COMPETENCIES, SKILLS AND EXPERIENCE INCLUDE

- Experience with non-profit sector and/or delivering high-value HR in small staff environment
- Proven experience of 'hands on' delivery of all functions of HR management & benefit administration. Experience within a non-profit environment is essential
- Proven understanding of applicable statutory and compliance requirements; actively seeks opportunities to keep up-to-date with changing needs and regulations
- Proven experience in managing and executing special projects, as needed, ensuring that solutions and outcomes are vetted in line with applicable statutory, legal and compliance requirements
- Proven successful experience of development and implementation of HR policies and procedures, and workplace initiatives including effectively tailoring 'best practices' to specific organizational needs
- Prior experience of effective and appropriate handling of employee relations issues with staff in a range of different roles at all levels of the organization.
- Excellent project management and administration skills plus ability to manage multiple priorities while maintaining careful attention to detail
- Excellent written and oral communication skills. Comfortable communicating with staff at all levels and presenting information to groups of staff as needed
- Highest standards of integrity. Comfortable working with confidential data. Able to act with tact and diplomacy
- Analytical and thoughtful. Comfortable working with qualitative and numerical data
- Proactive and solutions-orientated. Works effectively on own initiative. Seeks ways to improve and enhance services to highest possible quality
- Ability to develop and maintain effective partnerships and works effectively within teams
- Excellent MS Office skills including Excel, Outlook, PowerPoint and Word. Experience of working with HR systems, HR reporting, databases and electronic time-keeping systems an advantage.
- SHRM Qualification or equivalent an advantage

TO APPLY:

Send **PDF** cover letter and resume to jobs@fpwa.org.

No phone calls or other inquiries please. Only applicants selected for interviews will be contacted.

AN EQUAL OPPORTUNITY EMPLOYER

FPWA is committed to employing people who reflect the diversity of our member agencies and the communities and people they serve.

AmeriCorps, Peace Corps, and other national service alumni are encouraged to apply.