



HR GENERALIST (PART-TIME, TEMPORARY)

Posting Job Description

The HR Generalist, with the support and guidance of the COO, performs all Human Resources functions for the organization. Areas of responsibility include recruitment, onboarding, benefits administration, compensation, employee relations, policy implementation, training, and compliance. Additionally, this person must exemplify Door of Hope's core values: Christ-centered, Holistic, Compassionate, Relational, and Excellence.

Hours & Scheduling

- 16-25 hours/week; TBD between employee and employer
- 1-2 days/week must be worked in office; can arrange for additional hours to be worked from home (arrangement depends on experience)
- Normal office hours with flexible start time
- Temporary position covers a leave projected for mid-late March through mid-late July

Responsibilities

- Advise Executive Director and COO on a variety of HR-related topics
- Complete projects, conduct research, and offer analysis, seeking advice from external HR and employment law professionals as needed
- Provide support to employees in various HR-related topics, questions, and issues
- Perform full-cycle recruitment for a range of social services positions
- Coordinate new hire onboarding; includes conducting an initial HR orientation
- Keep up-to-date and ensure compliance with existing and new local, state, and federal legislation
- Assist in development, implementation, and interpretation of HR policies
- Facilitate monthly Staff Development Days; train on various topics within the HR realm as needed
- Gather and analyze HR metrics, creating reports and presentations
- Manage administrative components of summer and holiday event planning efforts
- Maintain employee files and records while practicing a high level of confidentiality
- Administer compensation and benefits plans; conduct annual compensation benchmarking
- Continuously seek opportunities to develop and improve the company culture to better support employee morale, retention, and performance
- Perform any other task necessary to support the mission of Door of Hope

Requirements

- Bachelor's Degree strongly preferred
- 1-3 years experience in Human Resources required, 3+ years strongly preferred
- General knowledge of employment laws and practices required; knowledge of California employment laws and practices preferred
- High proficiency in Excel, Word, and PowerPoint required
- Highly organized and detail-oriented
- Independent worker, able to work with little direction
- Strong verbal and written communication skills