



Interim HR Generalist

Temporary, Part-Time, Nonexempt

Do you want to make a difference in the lives of families facing homelessness? Are you a servant leader who is energized by taking care of all the 'little things' that have a big impact? Door of Hope, a Christian nonprofit that serves families facing homelessness, is hiring an Interim HR Generalist to support our life-changing work. The Interim HR Generalist will play a significant role in Door of Hope's day-to-day, behind-the-scenes Human Resources operations.

Hours

- 24-32 hours per week, Monday through Friday, occasional overtime
- 2-3 days in-person in Pasadena, CA + 1-2 days work from home, depending on experience
- Interim role from March - September/October 2023

Responsibilities

- Foster and support a warm and collaborative company culture that embodies Door of Hope's core values, encouraging employees to thrive
- Full-Cycle Recruitment: job postings, sourcing, phone screens, scheduling interviews, soliciting interview team feedback, keeping candidates and hiring managers up-to-date, offers, closing out candidates, aiding in ATS (Rippling) implementation
- Employee Onboarding: create a welcoming environment for new hires by preparing workstations and welcome bags, paperwork, schedule and conduct orientations, coordinate hardware, set up emails/signatures/calendars, order business cards, own and utilize HRIS (Rippling)
- Employee Offboarding: exit interviews, coordinate exit protocols, paperwork, ensure compliance, own and utilize workflows in HRIS
- Benefits Administration: health insurance and 403(b) administration
- Compliance Administration: track mandatory trainings and signatures on policies/paperwork, stay up-to-date on policy changes and double-check compliance
- Event Planning: partner with Executive Director and Executive Assistant to plan all staff events including Staff Development Days, Staff Retreat; own logistics for these events
- HR Media Coordinator: provide content to development team for social media
- HR Special Projects: complete other special projects as assigned

Qualifications

- 2+ years in an administrative role
- Past experience in Human Resources (work, coursework, certifications, etc.), strongly preferred
- Must be a detail-oriented, self-starter with proven organizational skills
- Must be a personable and professional communicator
- Must be technologically savvy, fluent in GSuite and Microsoft Office; experience with HR software is a plus
- Must be able to bend, reach, and lift boxes and supplies up to 30 lbs.

Compensation

- Expected hourly rate: \$24-28/hour, depending primarily on past Human Resources experience

Character (Do you embody Door of Hope's four core values?)

- **Christ-centered**, expressed through:
 - **Faith:** We have an active and personal relationship with Jesus Christ.
 - **Calling:** Out of a sense of calling, we go above and beyond to meet our mission.
 - **Character:** We demonstrate the character of Christ toward colleagues and families.
- **Empowering**, expressed through:
 - **Trust:** We trust one another, believe in one another, and give each other the freedom to take risks. (Mistakes are learning opportunities.)
 - **Accountability:** We nurture God-given strengths through coaching and accountability.
- **Holistic**, expressed through:
 - **Whole Person:** Our emotional, spiritual and personal well-being matter to one another.
 - **Whole Organization:** We are on one team with one mission. (We don't do silos.)
- **Relationship**, expressed through:
 - **Family:** We love, celebrate, and pray with one another.
 - **Reconciliation:** We manage conflict, practice vulnerability, and pursue diversity with honesty and grace.

To apply, email your resume and brief cover letter to jobs@doorofhope.us. In your cover letter, tell us 1) your understanding of Door of Hope's mission and our faith-based nature and 2) why YOU are a great fit for this role!