



Transforming Parents' Lives. Improving Children's Futures.

Part-Time Senior Human Resources Generalist

Warren Village is actively seeking an energetic, passionate, and skilled Senior Human Resources Generalist.

Warren Village is a mission driven “learning organization” that is founded on six core values (collaboration, integrity, inclusion, accountability empowerment, and excellence) that drive our culture and our work. Utilizing a nationally acclaimed, Two-Generation (2Gen) approach, Warren Village empowers disadvantaged single parents to regain self-esteem, reconnect to the community, and ultimately reclaim a productive place in the community.

We are looking for people who believe that you can learn from failure and that you can improve outcomes through reflection. We are looking for creative, critical thinkers who are not restricted by convention. We desire candidates who bring ideas to the table, energy to the team, and a sense of humor. We desire candidates who are looking for more than just a job, but are instead seeking the chance to create opportunities for those most disadvantaged in our community to improve their lives.

Job Description – Summary

The Human Resource Generalist manages the overall planning, coordination, administration and evaluation of the human resources function at Warren Village. Functional areas of responsibility include: recruitment, onboarding, performance management, total pay, employee relations, training, compliance and policy administration. This position requires an extremely perceptive person who is capable of relating to individuals at all levels within the organization and can demonstrate the professional know-how to identify, develop and implement ways to improve current HR practices, processes and systems.

Essential Duties & Responsibilities:

- Develop a plan and timeline to periodically review, evaluate, create, improve, and execute processes across key HR work streams such as: onboarding/off-boarding, employee records, HR compliance issues, policy updates, performance management, etc.
- Oversee recruitment efforts by ensuring consistency and legal compliance in the hiring process, verifying staffing needs and up-to-date job descriptions, proposing best practice in identifying the right candidates, and assist in sourcing, screening, interviewing and conducting reference/background checks.
- Respond to employee relations issues such as employee inquiries, complaints, harassment/discrimination allegations, and unjust practice allegations. Partner with leadership to take appropriate action toward resolution.
- Collaborate with managers to help resolve individual and team conflict, address performance issues, align staffing with department/organizational needs, and suggest resources for staff development, etc. Develop proactive systems and support, including trainings, to ensure leaders and managers successfully engage in employee matters.
- Lead the effective and efficient administration of the performance management process, making sure that the organization’s managers are equipped to engage in effective and continuous feedback and coaching that supports Warren Village’s mission, core values and ethos of a learning organization.
- Ensure that employee files and records are properly and securely maintained to mitigate organizational liability.
- Collaborate with other teams to provide key data to help drive decisions regarding staff and HR programs.

- Manage benefits administration for the organization, including the benefits broker resources and ensuring that regulatory reporting is accurate and timely.
- Administer and manage leave programs, including updating and improving systems. Research questions and communicate to managers and employees about leave policies and programs. Ensure that forms are collected, recorded, and filed appropriately and on time.
- Work with the Finance Director to develop and maintain a compensation philosophy, pay structure and salary guidelines that ensures fair and competitive pay to help attract and retain talent and ensure pay equity.
- Stay abreast of changes to local/state/federal laws that could impact employee policies and practices. Work closely with leadership to recommend and implement any necessary changes to the Employee Handbook, policies and procedures to ensure organizational compliance and effectiveness.
- Perform other duties as assigned.

Knowledge, Skills and Abilities:

Required:

- Bachelor’s degree or the equivalent years of experience in Human Resources or related field
- A minimum of 5 years of HR generalist experience
- Working knowledge of employment laws and other compliance issues
- Strong interpersonal, verbal and written communications skills
- Excellent organizational, time management, and follow-up skills
- Expertise in analysis, critical decision making, project management, and process improvement
- Demonstrated ability to anticipate and solve practical problems
- Proficiency in Microsoft Office Applications including Excel, PowerPoint, and Word
- Outstanding judgement, sensitivity and high discretion

Preferred:

- Master’s degree in Human Resources or HRCI or SHRM Certification
- Experience working within a nonprofit environment

Salary & Benefits: This is a part time, exempt position. Salary is commensurate with experience.

To Apply: Interested candidates should submit the following items (as separate PDF attachments) to careers@warrenvillage.org, Subject line: Senior HR Generalist

1. Resume
2. Cover letter

The above declarations are not intended to be an “all-inclusive” list of the duties and responsibilities of the job described, nor are they intended to be such a listing of the skills and abilities required to do the job. Rather, they are intended only to describe the general nature of the job.

We do not accept unsolicited resumes from recruiting agencies. Warren Village is proud to be an Equal Opportunity Employer. We are committed to equal employment opportunity regardless of race, color, religion, sex (including pregnancy or related medical conditions), national origin, veteran status, sexual orientation, gender identity, age, disability, marital status, or other protected category. If you have a disability or special need that requires accommodation, please contact us at careers@warrenvillage.org.