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## **JOB TITLE: HR GENERALIST**

**Position Summary:** Seeking a HR Generalist to provide a broad range of HR support services in a multi-location environment of a dynamic & growing nonprofit. Responsibilities focus on hiring of seasonal staff, onboarding permanent staff, FMLA, worker's compensation, performance management, employee communication & engagement.

### **Essential Job Functions**

- Manage seasonal hiring process, conducting on-site orientations in Austin & No Texas locations
- Set-up of new hires & set-up/ termination of seasonal hires in HRIS promptly; maintaining accuracy of data
- Administration of short term & long term disability
- Schedule & conduct new hire orientation for permanent staff,
- Oversee FMLA & worker's compensation programs, incorporating new OSHA rules
- Conduct bi-annual employee engagement survey

### **Other Duties & Responsibilities:**

- Maintain HR metrics on HR Dashboard & job posting document
- Back up HR Director for employee relations & HR Coordinator for hiring support
- Management training development & delivery, plus other special projects as assigned

### **Minimum Qualifications:**

1. Bachelors degree; PHR/SPHR or SHRM-CP/SCP preferred
2. Minimum 2 years experience as an HR Generalist with staffing, benefits & employee relations experience
3. Able to build collaborative & effective relationships with managers & supervisors
4. Working knowledge of FMLA, OSHA, FLSA and familiarity with benefit regulations
5. Experience using HRIS system
6. Excellent problem solving, professional judgment, communication & customer service skills
7. Ability to handle sensitive employment information with discretion & confidentiality

**How To Apply:** Please send a resume, cover letter, and names and contact information for three references to [resume@foundcom.org](mailto:resume@foundcom.org). Type “HR GENERALIST” in the subject line. No phone calls or visits. No duplicate applications.

**Deadline to Apply: MAY 1<sup>st</sup> 2018**

*Foundation Communities is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, veteran status, sexual orientation & gender identity*