

Human Resource Generalist
Part-time
Job Description
FLSA Status: Exempt

GENERAL PURPOSE: The purpose of this position is to provide human resource expertise, human resource services for “I Have A Dream” Foundation of Boulder County (IHDF). This position will be responsible for the organization’s compensation and benefits, professional development and employee relations. The Human Resource Generalist will work in close consultation with the CEO and leadership team to ensure a positive workplace where employees can do their best work.

Duties/Responsibilities:

Primary:

- Administers and analyzes compensation and benefits. Reviews trends in compensation and benefits; researches and proposes competitive performance and pay programs to ensure the organization attracts and retains top talent.
- Creates learning and development programs and initiatives that provide internal development opportunities for employees.
- Oversees employee relations, including performance reviews, disciplinary meetings, terminations, and investigations.
- Provides support and guidance to employees and managers related to complex, specialized, and sensitive questions and issues arise; may be required to administer and execute routine tasks in delicate circumstances such as providing coaching to supervisors, reasonable accommodations, employee relations, investigating allegations of wrongdoing, and terminations.
- Manages the talent acquisition process, which may include recruitment, interviewing, and hiring of qualified job applicants, particularly for managerial, exempt, and professional roles; collaborates with departmental managers to understand skills and competencies required for openings.

Secondary:

- Is responsible for working with the DEI Committee to collaborate on embedding diversity, equity, and inclusion best practices within the organizational culture. Collaborates with the CEO, staff members, teams, and partners to prioritize and focus initiatives and programs on increasing diversity, inclusion and to embed an equity lens on organizational decisions and culture.
- Reviews current practices and policies, assessing and analyzing the extent to which they support or hinder the organization’s diversity goals.
- Partners with the leadership team to understand and execute the organization's human resource and talent strategy particularly as it relates to current and future talent needs, recruiting, retention, and succession planning.
- Assists the CEO on compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews policies and practices to maintain compliance.
- Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law.
- Performs other duties as assigned.

Education and Experience

- A minimum of three years of human resource management experience preferred.
- Bachelor’s degree in Human Resources, Business Administration, or related field required.
- Knowledge, skills and experience in multiple human resource areas, including generalist and specialist.
- Experience working with conflict, change management, and guiding equity conversations forward.
- Extensive first-hand understanding of compensation, benefits, employee relations and recruitment and selection strategies.
- Working with a nonprofit organization is highly desired.
- SHRM-CP or SHRM-SCP, or SPHR or PHR is highly desired.

Knowledge Skills and Abilities

- Demonstrated knowledge and/or experience with a nonprofit organization.
- Exceptional organizational, problem-solving, and analytical skills; able to manage multiple priorities
- Genuine interest in the mission of “I Have a Dream” Foundation.
- Experience and commitment to co-leading diversity, equity, and inclusion efforts.
- Versatility, flexibility, and a willingness to work within changing priorities with enthusiasm.
- Ability to inclusively collaborate with employees, stakeholders, and partners.
- Excellent verbal and written communication skills.
- Excellent interpersonal, negotiation, and conflict resolution skills.
- Excellent organizational skills and attention to detail.
- Strong analytical and problem-solving skills.
- Ability to prioritize tasks and to delegate them when appropriate.
- Ability to act with integrity, professionalism, and confidentiality.
- Thorough knowledge of employment-related laws and regulations.
- Proficient with Google Suite or related software.
- Ability to quickly learn about the organization's systems.
- Prior experience with payroll systems.
- A good sense of personal humility and humor.

Physical Requirements:

Strong problem-solving, analytical, and cognitive skills. Position is primarily sedentary, but must be able to stand, walk, talk, read, and communicate effectively.

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift 15 pounds at times.
- Must be able to access and navigate each department at the organization’s facilities.

FLSA Status: Exempt

COMPENSATION:

- Salary Range: (Grade 3) \$35,300-\$42,750 depending on qualifications.
- Vacation and Sick Leave
- Floating Holidays
- Paid Holidays
- Medical, Dental and Vision Insurance
- Life Insurance, Short-Term and Long-Term Disability Insurance
- Dependent Care FSA
- 403b retirement plan (employer contributes 4% of annual salary after first year)

Any interested candidates can submit their cover letter and resume to careers@ihaveadreamboulder.org .

I Have A Dream Boulder is an Equal Opportunity Employer, committed to diversity.