

Our Mission: Every child is on a path to thrive in kindergarten and in life

HUMAN RESOURCES – Human Resources Generalist

POSITION SUMMARY:

Assists in the day-to-day operations of the Human Resource office. Assist in the administration of the Human Resources policies, procedures and programs.

PRIMARY RESPONSIBILITIES:

- Responsible for all Human Resource activities which includes: recruitment and retention, compensation, labor relations, benefits, training and development, workers' compensation, unemployment insurance, disability, leave of absences.
- Responsible for all initial contact with candidates through the applicant tracking system to ensure a smooth candidate experience.
- Oversees and coordinates all human resource administrative procedures and documentation processes, in accordance with all applicable federal and state regulations and Agency policy.
- Interview job applicants; review application/resume; evaluate applicant skills and make recommendations regarding applicant's qualifications for all 13 Departments in the agency.
- Develop and maintain relationship with employment agencies, universities and other recruitment sources regarding organization partnerships, community outreach, and volunteer programs.
- Advisory Board member for local community partners to encourage professional growth within the community.
- Maintain job documentation, job description, job evaluation systems, and confidential personnel files.
- Conduct New Hire Employee Orientations.
- Administer and explain Medical, Dental, Vision, FSA, and 401(k) benefits to employees while serving as liaison between employees and insurance carriers.
- Recommend, develop and schedule training and development courses.
- Maintain human resource databases, computer software systems, and manual filing systems.
- Coordinate the resolution of specific policy-related and procedural problems and inquiries.
- Develop and recommend operating policy and procedural improvements within the department.

POSITION QUALIFICATIONS/REQUIREMENTS:

- A.A. degree required, BA preferred.
- Prior recruiting experience in early childhood education field is highly desirable.
- Bilingual English/Spanish preferred.
- Knowledge of and experience in compensation & benefit practices, employment law, staff orientation, and staff recruitment preferred.
- Minimum of 2 years' experience in similar or related position preferred.
- Ability to provide leadership, accept responsibility, work independently and set own goals in a professional manner.
- Ability to work on a variety of tasks simultaneously and able to work a flexible schedule, including some evenings and weekends.

COMPANY WIDE JOB REQUIREMENTS:

- Must pass a health screening and TB test
- Must pass background fingerprint clearance
- Valid Driver License
- Must be 18 years or older

ADMINISTRATIVE WIDE DEMANDS:

Job duties will be performed in an office environment and the physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job.

- This is largely a sedentary role; however the need for some walking and standing will be required
- The ability to lift up to 20lbs may be needed during some job duties
- The employee will be required to use hands for computer work, answering phones calls...etc.

***Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions**

Equal Opportunity Employer/Drug Free Workplace

HOW TO APPLY: To apply for this position please complete an application at <https://www.kidango.org/Careers>

You may submit your resume along with an application. Please note that you are not considered an applicant until you have completed an application for employment.