



Human Resources Generalist

Part-Time, 25 hours per week

8am-1pm, Monday – Friday

Mission Statement: In an environment of welcome, hospitality, safety and cleanliness we seek to provide an oasis for homeless men, women and children seeking survival services.

The Human Resources Generalist reports to the Executive Director and works in close collaboration with the other Program Directors as well as the Administrative team to provide staff support, assist in recruitment, hiring, training, progressive discipline and other required HR functions. The HR Generalist works onsite in a private office as Loaves & Fishes is an essential service provider. Responsibilities include:

JOB RESPONSIBILITIES:

- Foster a teamwork/open-door environment conducive to positive dialogue across Loaves & Fishes
- Advocate on behalf of staff and promote equity at Loaves & Fishes
- Assist and support program directors in writing job postings, recruitment, screening and interviewing of applicants
- Conduct new employee orientations/meetings with a focus on the mission, history and philosophy of Loaves & Fishes
- Collaborate with fiscal team to negotiate benefits packages and present to new eligible employees
- Compassionately listen, mediate, document and respond to employee complaints, grievances and disputes
- Collaborate with ED and program directors to facilitate employee discipline processes
- Assist program directors in identifying and providing staff trainings as needed
- Support planning of organization-wide retreats, employee morale events, etc.
- Maintain human resource information and employee files
- Maintain current knowledge of labor requirements and compliance as related to HR functions
- Other duties as assigned

QUALIFICATIONS:

- Bachelor's Degree in human resources management or equivalent work experience in HR field
- PHR certification preferred
- Knowledge and commitment to the mission and philosophy of Loaves & Fishes
- Ability to work with a diverse employee population and to support staff working in a fast-paced, high energy and unpredictable environment
- Excellent written and oral communication skills; computer skills including Microsoft Office
- Strong knowledge of FMLA/ADA/EEO/WC
- Collaborative and organized; motivated learner
- Ability to maintain strong personal and professional boundaries

SALARY RANGE: \$23-25 per hour

Please submit your resume and cover letter to hr@sacloaves.org no later than May 15, 2021.