



## **HR Generalist**

Full-time, Exempt position with full medical and dental benefits  
Monday – Friday, office hours 7 a.m. to 3 p.m.  
Position open until filled

**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.**

Are you detail-oriented, hard-working, and passionate about HR? Do you communicate and interact well with others from all backgrounds? Then we want to talk to you!

Loaves and Fishes is looking for a talented HR Generalist to join our team!

As our HR Generalist, you will be the on-site HR professional in a fast-paced and energetic environment. Your role will be far from one-dimensional. You will work closely with Executive Director, Program Directors, and front-line employees. Your responsibilities will include recruitment, employee relations, new employee orientations, and managing leaves of absence in addition to various other administrative functions.

If you are a compassionate, out-going, person genuinely looking for a place to work that inspires you, challenges you, and makes you proud to come to work then look no further.

### **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
- Develop and conduct new employee orientations/meetings with a focus on the mission, history, and philosophy of Loaves & Fishes
- Present benefit packages to new eligible employees
- Compassionately listen, mediate, document and respond to employee complaints, grievances, and disputes in a timely manner
- Collaborate with ED and program directors to facilitate employee disciplinary actions
- 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; particular attention to COVID-19 guidance
- Other duties as assigned

**QUALIFICATIONS:**

- Bachelor's Degree in human resources management or equivalent and work experience in HR field
- PHR/PHRca/SHRM-CP certification preferred
- Knowledge of 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
- Collaborative and organized, motivated learner
- Displays behaviors that promote high standards of ethical conduct
- Maintains strict confidentiality and guards the handling of sensitive information appropriately.

**Starting Salary up to \$32.00 per hour depending on experience**

**Please submit your resume and cover letter to [tracyb@consulthrservices.com](mailto:tracyb@consulthrservices.com)**

*Loaves & Fishes is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.*