

Title:	Human Resources Generalist	Group/Team:	Human Resources
Reports To:	Executive Equity, People and Strategy Officer	Status:	Full Time (37.5 hours/week)
FLSA Classification:	Salaried Exempt	Minimum Salary:	\$43,200/year

POSITION SUMMARY As the Human Resources Generalist, you will administer the day-to-day human resources operations of the United Way of South Central Michigan (UWSCMI). Centering people, equity, and relationships in every action you play a key role in ensuring that our team members have the tools and support they need to thrive. To do this, you will administer hiring and retention, learning and development, compensation and benefits, performance management, employee relations/labor relations, and compliance. You will apply leading practices in human resources with a focus on equity, diversity, and inclusion to advance the organization's vision, mission, and values.

This position is hybrid with a minimum of two days in the office a week with travel to each of the four offices (Kalamazoo, Battle Creek, Jackson, Lansing) once a month and other occasional travel within the region as needed.

KEY RESPONSIBILITIES

- Contribute to an equitable, diverse and inclusive organizational culture that centers people in every solution, process and function.
- Partner with hiring managers to develop tools, coordinate talent acquisition activities and successfully recruit, retain, and promote individuals from historically underrepresented and marginalized communities including but not limited to Black, Indigenous, and other People of Color (BIPOC), Lesbian, Gay, Bisexual, Transgender, Queer, Intersex, and Asexual (LGBTQIA+) people, women, and people with disabilities.
- Performs routine tasks required to administer and deliver human resources programs including, but not limited to compensation, benefits (medical, dental, vision, life, disability, 403(b) plan), leaves (FMLA, Worker's Compensation, long term disability, short term disability), performance management, employee relations, recognition and culture, health and safety and training and development. Refers complex and/or sensitive matters to the Chief Equity Officer.
- Collaborate with Finance and Administration team members who manage and coordinate payroll, time and attendance, retirement plan administration, and more.
- Coordinate and maintain people-centered technology solutions for job postings, onboarding, benefits enrollments, changes, and separations including new hires, open enrollment, and qualifying events, learning and development, performance management and more.
- Collaborate with supervisors to welcome new team members and coordinate orientations that celebrate the organization's vision, mission and values and introduce policies, benefits, and applicable trainings.
- Maintain compliance with federal, state, and local employment laws and regulations. Interpret and apply policies in administering all human resources activities and responding to inquiries from managers and team members.
- Support adherence to the collective bargaining agreements.
- Develop trust, accountability, and maintain confidentiality.
- Create reports, compile data, develop presentations as requested or required.
- Performs other duties as assigned.

JOB REQUIREMENTS

- Demonstrate a commitment to equity, diversity, and inclusion and ability to apply anti-oppressive and anti-racist principles in the workplace.
- Previous experience in an entry level or professional human resources role that includes administration of talent acquisition, employee and labor relations, compensation, benefit administration, learning and development and compliance with federal, state and local laws. This may include multiple years of human resources generalist experience and/or formal education such as a bachelor's degree in human resources, industrial and organizational psychology, business or a related field.
- Ability to establish and maintain strong relationships with leadership, team members, and the community.
- Strong interpersonal and written communication skills including application of cross-cultural competence.
- Strong organizational skills with the ability to manage multiple projects and meet project deadlines with attention to detail.
- Ability to work within a collaborative, people-centered environment.
- Ability to problem solve and make values-aligned decisions.
- Proficiency in using human resources software and Microsoft 365 applications including Excel, Word, PowerPoint and Outlook.
- Ability to maintain confidentiality.
- SHRM-CP/SHRM-SCP or PHR/SPHR Certification a plus.

WORK ENVIRONMENT & PHYSICAL DEMANDS

- Ability to work in front of a computer for extended periods of time.
- Reliable transportation for travel within the six county/four facility footprint. Use of a personal motor vehicle for transportation requires proof of insurance and the driver must have a valid Driver's license. (Note: mileage for work travel is reimbursed at the IRS mileage rate, currently 65.5 cents per mile)
- Moderate level of stress caused by tight deadlines.
- Occasional work outside of normal business hours.
- Successful completion of a criminal background check.
- Candidate must be able to work successfully in a remote environment with private office space and high-speed internet.

SALARY: All the roles within UWSCMI have pay ranges that are commensurate with the knowledge, skills, and abilities of the successful candidate. The minimum salary for this position is \$43,200/year.

ABOUT UWSCMI

United Way of South Central Michigan (UWSCMI) gathers the power of three legacy organizations—Capital Area United Way, United Way of the Battle Creek and Kalamazoo Region, and United Way of Jackson County—to mobilize financial and volunteer resources, partners, and voices, creating equitable and lasting change for the most vulnerable people in our communities.

Our vision: Strong, caring communities where every person is valued, thriving, and connected for the common good.



Our path: Our work lifts our local communities by reducing racial and economic disparities; addressing the needs of ALICE (Asset-Limited, Income Constrained, Employed) households in financial stability, education, health, and basic needs; and creating opportunities for every person to reach their full potential.

EQUITY, DIVERSITY AND INCLUSION

UWSCMI is committed to dismantling systemic inequities that continue to cause harm for Black, Indigenous, and other People of Color (BIPOC), Lesbian, Gay, Bisexual, Transgender, Queer, Intersex, and Asexual (LGBTQIA+) people, women, and people with disabilities. To do so, we are dedicated to building capacity and accountability into our policies, practices, and partnerships.

NOTE

All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.

BACKGROUND CHECK DISCLOSURE

We require background checks for certain roles. The checks are completed by ProScreening and results are only ever communicated to the Hiring Manager if they may impact someone's employment. We do not use prior arrests, only convictions. These convictions will only be considered as hiring criteria if they are directly connected to the roles & responsibilities of the job (for example, financial related convictions for a finance officer). We know that the criminal legal system is not equitable, and negatively impacts marginalized communities - specifically people of color - at rates much higher than other identities. This is why our background check process is only in place for explicit situations.

TOTAL REWARDS PACKAGE

United Way of South Central Michigan offers a competitive total rewards package including a competitive salary, medical coverage with an employer contribution of 90% towards single coverage and 75% towards dependent coverage, dental and vision with a 90% employer contribution towards single and dependent coverage, life insurance with an employer-paid benefit of 2 times annual salary, short-term disability and long-term disability effective the date of hire. In addition, United Way provides a 10% employer contribution into the 403(b) retirement plan each year with full vesting after 3 years of service and 20 days Paid Time Off, 13 days Paid Sick Time, 5 Paid Volunteer Days, 3 Floating Holidays and 11 Paid Holidays each year (Paid time off, sick time. Paid volunteer time and floating holidays are prorated the first year). Hybrid and/or remote work arrangements are available for many positions.

TO APPLY:

Submit your application online via <https://unitedforscmi.org/careers/> by February 18, 2024.

United Way of South Central Michigan is an Equal Opportunity Employer committed to the principles of equity, diversity, and inclusion.