Human Resources Generalist

Literacy Minnesota is seeking an individual for a part-time Human Resources Generalist position based out of our main administrative office (700 Raymond Ave., Suite 180, St. Paul, MN 55114). This benefits-eligible position is 32 hours per week with a flexible schedule to be determined during regular business hours Monday through Friday.

This position is responsible for coordinating the day-to-day HR operations across several functions, including but not limited to staffing, benefits, compensation, professional development, performance management and employee relations. This position also works to support the alignment of HR policies and procedures across the organization and in coordination with program needs and administrative requirements. The HR Generalist works closely with accounting, operations and people leaders to ensure effective HR customer service for all employees.

Specific responsibilities of the HR Generalist include, but are not limited to:

**Human Resources:** - 90%

- **Coordinate employee hiring process:** Prepare, post and distribute job postings. Maintain job files; communicate details with applicants and staff. Screen applications, coordinate interview scheduling and conduct phone screens. Complete background checks. Track and analyze EEO data for each job file. Communicate with people leaders about onboarding. Prepare new employee binders and provide in-person and online orientations. Respond to questions from new staff.

- **Benefits administration:** Administer benefits enrollment and changes. Collect and process enrollment forms and other paperwork for new staff. Communicate with benefits account representatives and broker about benefits questions. Coordinate Open Enrollment tasks and communications. Respond to benefits-related questions from staff. Complete routine internal audits to ensure accurate enrollment and deductions.

- **HR administrative tasks:** Create and maintain accurate personnel files and records. Create and submit bi-weekly Payroll Change Forms. Communicate with managers and accounting staff to clarify questions about payroll changes. Coordinate annual total compensation reporting process.

- **Performance management:** Coordinate ongoing calendar and support people leaders throughout the performance review process. Maintain current forms and data tracking for mid-year and annual reviews. Collaborate with leadership to provide ongoing training for all staff for effective participation in 360 review processes.

- **Support other ongoing HR-related needs:** Serve as a key point of connection for staff and supervisors in need of employee relations support. Refer staff to the Employee Assistance Program. Refer staff to and interpret the Employee Handbook. Assist with data requests from outside entities.

- **HR-related communications:** Ensure timely distribution of relevant HR-related information to all staff. Develop and maintain systems to support other agency-wide communications initiatives.

**Other – 10%**

- Assist with special projects as needed and as time allows.
- Complete other HR-related administrative tasks as needed.
- Attend regular staff and department meetings. Attend other meetings as requested. Other duties as assigned.
- Provide occasional back-up support to Operations Coordinator in the areas of reception, processing mail and procuring supplies.
• Support organizational DEI goals by fostering an inclusive environment, and actively participating in and achieving organizational and personal DEI goals.

Qualifications for this position include:

**Required:**

• Bachelor’s Degree in HR Management or related field, or equivalent combination of experience and education.
• Minimum 2 years of progressively responsible experience required in the area of human resources, or closely related field.
• Exceptional interpersonal, communication and customer service skills.
• Demonstrated success in collaborating with individuals at all levels of an organization.
• Demonstrated ability to maintain confidential and sensitive information.
• Demonstrated success in managing multiple, competing priorities for a variety of stakeholders.
• Excellent detail-orientation and demonstrated ability to produce routinely professional documents, processes and communication.
• Strong computer proficiency in an MS Office environment and understanding of databases.
• Demonstrated ability to work independently and as part of a team.

**Preferred:**

• Minimum 1 year experience in a nonprofit setting strongly preferred.
• SHRM-CP (Certified Professional) certificate a plus, or interest in becoming certified.
• Previous experience in developing and maintaining processes that successfully extend across programs and/or sites.
• Prior experience managing effective relationships with benefits brokers and vendors.
• Prior experience with ADP for payroll and HR data management.
• Experience with or interest in literacy and/or social causes.
• Valid driver’s license and reliable transportation preferred.
• Demonstrated DEI-focused work style, including engagement in organizational and personal DEI goals.

**Compensation:** Starting pay rate between $24.44/hour - $27.16/hour (commensurate with experience) and a generous benefits package.

**To apply:** Please email cover letter and resume with HR Generalist in the subject line to hr@literacymn.org. This position is open until filled, with priority given to applications received by Friday, July 28.

Literacy Minnesota fosters an organizational culture that is welcoming and inclusive to all. We strongly encourage applications from people of color, indigenous peoples, immigrants and refugees, LGBTQ+ individuals and people with disabilities.