



Position Description

HR Generalist

The Sharing Center(TSC) is celebrating 35 years of preventing hunger and homeless in Seminole County and we are looking for a new team member to help us grow. The Sharing Center is currently seeking an HR Generalist with a minimum of two years of experience to join us. This role will report to the Senior Director of Operations.

The Sharing Center is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

Overall Responsibility: The HR Generalist will run the daily functions of the Human Resources (HR) department including hiring and interviewing staff, administering benefits and leave, and enforcing company policies and procedures. In conjunction with the Senior Director of Operations, ensures that the mission of The Sharing Center is pursued with passion, dedication, and excellence.

Responsibilities include:

- Reviews, tracks, and documents compliance with mandatory and non-mandatory training, continuing education, and work assessments. This may include safety training, anti-harassment training, professional licensure, and aptitude exams and certifications.
- Recruits, interviews, and facilitates the hiring of qualified job applicants for open positions; collaborates with departmental managers to understand skills and competencies required for openings.
- Conducts or acquires background checks and employee eligibility verifications.
- Implements new hire orientation and employee recognition programs.
- Creates learning and development programs and initiatives that provide internal development opportunities for employees.
- Performs routine tasks required to administer and execute human resource programs including but not limited to compensation, benefits, and leave; disciplinary matters; disputes and investigations; performance and talent management; productivity, recognition, and morale; occupational health and safety; and training and development.
- Handles employment-related inquiries from applicants, employees, and supervisors, referring complex and/or sensitive matters to the appropriate staff.
- Attends and participates in employee disciplinary meetings, terminations, and investigations.
- Maintains compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews policies and practices to maintain compliance.
- Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law.
- Performs other duties as assigned.

Time Requirements: The HR Generalist is a full-time salaried position and requires some evenings and weekends.

Qualifications:

- A passion for the mission and vision of The Sharing Center
- Ability to work independently and collaboratively
- Excellent organizational skills
- Compassion, initiative, and good judgment with excellent problem-solving skills
- Excellent verbal and written communication skills.
- Excellent interpersonal, negotiation, and conflict resolution skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Ability to prioritize tasks and to delegate them when appropriate.
- Ability to act with integrity, professionalism, and confidentiality.
- Thorough knowledge of employment-related laws and regulations.
- Proficient with Microsoft Office Suite or related software.
- Proficiency with or the ability to quickly learn the organization's HRIS and talent management systems.
- Bachelor's degree in human resources management. Two to five years of experience in the field of human resources.

Salary Range: \$43,000 to \$48,000

All qualified applicants please submit cover letter, resume, and portfolio to Dan Ryan no later than October 22nd, 2021 at dan.ryan@thesharingcenter.org.