



990 Spring Garden St, Suite 601
Philadelphia, PA 19123

Human Resources Generalist

Organization Summary

EducationWorks engages children and young people by providing high quality educational programs that make the school day whole and reengage disconnected young adults to education and career readiness. Recognizing that each child has unique needs, our staff works directly with community and school leaders to identify challenges and create customized programs that will have the greatest impact. From in-school programs to out-of-school time and AmeriCorps service, youth from six years to adulthood are positively impacted by EducationWorks programming. ***EducationWorks creates Opportunities for Learning and Skills for Life.***

Position Summary

The **Human Resources Generalist (HRG)** is responsible for supporting the day to day activities of the Human Resources Department. S/he will support recruitment, on-boarding of new hires, benefits enrollment, maintenance of accurate employee records, in addition to other responsibilities as noted below. S/he must be exceptionally organized, as well as very customer service focused. The HRG reports to the Director of Human Resources.

Duties and Responsibilities

- Manage recruitment and onboarding of new hires
- Serve as first point of contact for all employee relations issues (performance, workers compensation, etc.)
- Demonstrate leadership skills in determining a vision, align and inspire the team to achieve the vision
- Promote a harassment-free environment and assist in building a diverse workforce
- Facilitate and assist employees with benefits administration
- Assist employees with work injury claims, leave of absence requests, etc.
- Be well-versed and current in Federal and State FMLA laws
- Audit employee personnel files, employee medical files, and I-9 files
- Track, manage, and maintain information related to Family Medical Leave Absences (FMLA) and other extended leaves
- Collect/manage HR data and generate reports as needed
- Conduct workshops/meetings on HR related initiatives and issues
- Assist with any payroll related issues/concerns
- Handle all HR compliance issues
- Serve as a liaison to payroll and compliance teams



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- Other general administrative duties as assigned

Qualifications

- Commitment to the mission of the EducationWorks
- Strong writing and strategic thinking skills
- Strong communication skills; comfortable representing the organization in meetings and larger venues
- Excellent interpersonal skills and desire to work as part of a team
- Must be able to be extremely confidential, meet deadlines, and complete assignments with minimal supervision
- Ability to work independently, solve problems and be flexible
- Experience developing and leading projects that involve multiple stakeholders
- Willingness and desire to participate in unexpected projects
- Excellent organizational skills; proven competence with collection and management of documentation and paperwork
- Flexibility, professional demeanor, ability to respond calmly and positively to rapidly changing situations
- Comprehensive computer programming (Microsoft Word and Excel) and data reporting
- Comfort with Microsoft Office Suite 365 and Google Products (Hangout, Docs, etc.)

Education and Experience

- Bachelor's degree required, Master's degree preferred
- Minimum three years HR experiences in a generalist type role
- Experience in a non – profit environment is desirable
- Experience in urban education a plus

Physical Requirements

Ability to physically perform the duties required and to work in the environmental conditions required such as

- Traveling to schools – valid driver's license and/or access to transportation when necessary
- Maneuvering in an office space-reaching file cabinets, filing, faxing, scanning, coping, typing, mailing, and making phone calls
- Must be able to sit for up to four (4) hours looking at a computer monitor, using a keyboard and mouse and typing
- Must be able to lift up to 20 lbs