



## Part-time Human Resources Generalist

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### Summary

501 Commons provides a broad array of management support, technology and capacity building services to meet the needs of nonprofits. With almost 50 staff members, we are in a need for a dedicated HR generalist to handle internal recruitment, benefits administration and compliance. This is a great career opportunity for an experienced HR professional looking for a flexible, dynamic environment in the nonprofit sector.

This is a part-time, 20 hours a week flexible position.

### Responsibilities

- Manage full-circle recruitment processes: finalize job descriptions, create sourcing plans aimed at diverse pool of candidates, screen resumes, conduct phone interviews, oversee background checks and compose offer letters. Work closely with hiring managers and provide support and guidance throughout the process.
- Facilitate HR onboarding sessions for new staff: go over policies, procedures and benefits. Answer questions and act the point of contact for new and existing employees regarding HR-related issues.
- Administer 501 Commons' benefits package: work closely with our brokers and insurance providers, handle enrollment, changes and terminations. Provide timely information to employees regarding changes and lead the open enrollment process. Work closely with Finance Director to ensure timely and accurate reporting.
- Maintain up-to-date and accurate HR information on all staff. This includes ongoing maintenance of the filing system, documenting and communicating HR-related changes and working closely with payroll to guarantee timely flow of information.
- Ensure 501 Commons' HR practices are in compliance with city, state and federal labor laws. Stay up-to-date with legal issues and implement changes as needed.
- Work closely with deputy director and other leaders in the organization to provide professional insight, advice and support on employee relations issues.
- Other duties as assigned.

### Qualifications

The ideal candidate is well-versed in human resources management practices, yet open and willing to learn and adapt. They are an efficient problem solver, creative thinker, and are capable of creating rapport and trust among colleagues and leadership alike. A strong commitment to diversity, equity and social justice are essential.

### Required Qualifications

- 2-4 years of experience as human resources generalist or similar capacity (or equivalent education)
- Proven track record in managing recruitment processes.
- Experience in nonprofit organizations as staff, volunteer or board member – highly desirable.
- Working knowledge of local and federal labor laws.

## Desired Qualifications

- Great listening and communication skills.
- Flexibility and willingness to work in a highly dynamic environment.
- Demonstrated administrative skills, accuracy, and attention to details
- Adept at Microsoft office and other technology systems
- Project management skills, ability to prioritize, multi-task and meet deadlines.

## What we offer

- Flexibility: Ability to set your own schedule within a M-F, 7 am to 7 pm timeframe, including working remotely and/or from home.
- Collaboration with a small but highly professional team with opportunities for professional development.

Salary Range: \$20-22/hour

## Inclusiveness Statement

501 Commons is an equal-opportunity employer and seeks to recruit persons of diverse backgrounds and to support the retention and advancement of diverse persons within the organization. We believe that having a board, staff, and volunteer corps with diverse personal and professional backgrounds enhances our ability to meet our mission.

501 Commons is committed to providing an inclusive workplace that includes people of diverse backgrounds and fully utilizes their talents to achieve its mission. We are committed to fostering and supporting a workplace culture inclusive of people regardless of their race, ethnicity, national origin, gender, sexual orientation, socio-economic status, marital status, age, physical abilities, political affiliation, religious beliefs or any other non-merit fact, so that all employees feel included, equal, valued and supported.

## To Apply

To be considered for this position, please submit your resume and cover letter to [jobs@501commons.org](mailto:jobs@501commons.org) with HR Generalist in the email subject line. We look forward to hearing from you!