



50 East 168th Street, Bronx, New York 10452
www.WHEDco.org

Title: Human Resources Generalist

Location: 50 East 168th Street, Bronx NY 10452

Reports to: Assistant General Counsel & Director of Human Resources

The Women's Housing and Economic Development Corporation (WHEDco) is a community development organization founded on the radically simple idea that all people deserve healthy, vibrant communities. We build award-winning, sustainable, affordable homes – but our work is not over when our buildings are complete. WHEDco believes that to be successful, affordable housing must be anchored in strong communities that residents can be proud of. WHEDco's mission is to give the South Bronx access to all the resources that create thriving neighborhoods – from high-quality early education and after-school programs, to fresh, healthy food, cultural programming, and economic opportunity. See www.whedco.org for more information.

WHEDco affords all qualified applicants equal employment opportunities without discrimination because of race, creed (religion), color, sex, national origin, sexual orientation, military status, age, disability, predisposing genetic characteristic, marital status or domestic violence victim status, or any other category protected by law. WHEDco follows the requirements of the New York Human Rights Law with regard to non-discrimination on the basis of prior criminal conviction and prior arrest.

Job Summary: WHEDco seeks a human resources professional to join its HR team in the role of Human Resources Generalist. The Human Resources Generalist is responsible for supporting WHEDco's human resources function for its more than 350 staff members through general human resources management and administrative functions, including performing HR transactions and recordkeeping, drafting and maintaining HR forms and policies, compliance reporting, responding to inquiries, recruitment and hiring. In addition, the Human Resources Generalist will have shared responsibility for administration of employee benefits, group insurance plans and employee leaves of absence.

Primary Responsibilities:

- Maintains human resources records and personnel files, including inputting and maintaining accurate data and information in the agency's payroll and HRIS systems and maintaining complete and accurate hard copy personnel files.
- Completes a high volume of time-sensitive HR transactions and requests, such as updating personnel records and payroll information and completing employment and income verifications.
- Responds to outside inquiries from staff, outside individuals and government agencies, including fulfilling human resources and contract compliance reporting obligations.
- Assists with recruiting function by drafting and managing job postings, attending recruiting events, back ground and reference checking, and facilitating the completion of other pre-hire and new hire processes.
- Conducts new hire orientations.

- Partners with the Assistant Director of Benefits and HR Administration to administer employer-sponsored benefit plans and employee leaves of absences, including, but not limited to, completing new enrollments, terminations, COBRA administration, bill payment and facilitating leave of absence requests, including FMLA administration.
- Helps to maintains database of HR and benefits-related forms and policies.
- Assists the Director in planning agency-wide staff development and other events.
- Other responsibilities as assigned by the Director.

Qualifications:

- Bachelor's degree and Human Resources certification; Master's in HR/Industrial Relations or JD with a focus on employment law or employee benefits, preferred.
- At least 2 years' experience as a human resources generalist, employee benefits manager, or similar role.
- Experience administering employee benefit plans, policies and programs and knowledge of the relevant legal framework.
- Familiarity with payroll and HRIS systems a plus.
- Excellent organizational skills and attention to detail; ability to manage a high volume of work without compromising accuracy.
- Proficient in MS Office products, expert in MS Word and Excel.
- Strong client-service focus and mindset.
- Ability to effectively interact and partner with diverse personalities across all levels of the organization.
- Demonstrated ability to work with confidential and sensitive information and maintain high standards of discretion.
- Commitment to working in the nonprofit sector a plus.

Excellent benefits and competitive salary based on experience.

To respond, send:

- A cover letter that is one page or less explaining why you are interested in this position
- A resume

Email: hrgen@whedco.org *preferred*

Mail: WHEDco, 50 East 168th Street, Bronx, NY 10452
Attn: Angela Ortiz

Application Deadline: August 15, 2017, or until filled.

Resumes will be reviewed in the order received.

Only candidates selected for an interview will be contacted. No phone calls please.