



POSITION DESCRIPTION

Position: Senior Human Resources Generalist

Department: Administration and Finance

Reports To: Administration and Finance Director

FLSA Status: Exempt

Direct Reports: None

Background:

In addition to serving as Boston's workforce development board, the Boston Private Industry Council is non-profit organization employing over fifty staff members who convene partners, connect students to internships and career exploration activities, and provide the research and data analysis which guides the work. The PIC is committed to recruiting a racially, culturally, and experientially diverse staff and to investing in the professional development and career advancement of its staff members. For this purpose, the PIC seeks to hire a human resources professional with at least three years of experience in the field to lead the work in collaboration with our senior leadership team.

Position Summary:

The Senior HR Generalist is responsible for guiding, administering, and managing human resources services. These responsibilities include, but are not limited to, recruitment and selection, policy development, regulatory compliance, employee handbook development and maintenance, and employee relations. In addition, the Senior HR Generalist will assist the Administration and Finance Director in conducting employee orientation and benefits administration activities. The Senior HR Generalist will work with the other members of the Administration and Finance team to update the PIC's internal processes to be more efficient with regard to both workflow and the use of online platforms.

Essential Responsibilities:

- Organize the staff recruitment and interview process, including sourcing candidates, phone screens, job postings, scheduling interviews, sending application information, and gathering feedback as necessary; partner with senior leadership to understand current and anticipate future staffing needs.
- Coordinate the move to electronic onboarding, timesheet collection, and other processes currently done in hard copy.

- Coordinate performance management processes, including identifying tools and tracking systems; provide ongoing implementation guidance to leadership including supervisors and senior leaders.
- In collaboration with managers, identify training and professional development opportunities for staff members to develop skills of value to their current jobs and future careers.
- Work closely with management and employees to drive a positive work environment and a professional development strategy that is conducive to overall employee success.
- Serve on the PIC's Diversity, Equity, and Inclusion (DEI) Committee to ensure that DEI principles and practices are integral to the PIC's HR policies and practices.
- Be available to address employee-identified issues and to work with management to resolve problems. If necessary, conduct objective investigations and engage the Executive Director.
- Assist with the development and implementation of new employee orientation, training, and onboarding activities.
- Review and update Employee Handbook and employee-related forms to ensure forms are current and compliant, and all company related entities are using current and consistent forms. Update forms to help automate processes or make them more efficient.
- Work with the Director of Administration and Finance to conduct benefits enrollment for eligible employees and other benefit administration activities including health, dental, voluntary life, vision, flexible spending accounts, short/long term disability, and retirement plans renewals and marketing efforts.
- Manage leave of absence processes and administration and assist in the maintenance of physical and digital employee files.
- Other related duties as assigned.

Education / Experience:

- Bachelor's degree, preferably in Human Resources or related discipline, and/or 3 to 5 years of progressive Human Resources experience.
- PHR and/or SHRM-CP certification preferred
- Knowledge of current employment laws and practices and standard HR policies and procedures.
- 2 to 3 years recruitment and onboarding experience.
- Experience working at a mission-driven nonprofit organization would be ideal.

Qualifications:

- Excellent PC software skills, including Word, Excel, PowerPoint, HRIS and payroll systems.
- Must be able to interact with all levels within the organization.
- Compliance aptitude with demonstrated knowledge of FMLA, WC, EEO, and most state and federal laws that affect workforce.
- Experience in benefits administration.
- Exhibit a very high degree of confidentiality at all times.
- Strong leadership skills.
- Effective oral and written communication skills.
- Excellent interpersonal and organizational skills.
- Must be able to identify and resolve problems in a timely manner.
- Must be able to gather and analyze information skillfully.
- Strong customer service orientation.

Working Conditions / Physical Requirements:

- Typical office conditions. The PIC is willing to make reasonable accommodations for essential functions of the job that do not cause undue hardship.

Please send a resume and cover letter to neil.sullivan@bostonpic.org. Questions or requests for more information can be submitted to the same email address

The Boston Private Industry Council is an equal opportunity employer committed to maintaining a work and learning environment free from discrimination on the basis of sex, race, color, religion, national origin, pregnancy, gender identity, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation, genetic information or disability, as defined and required by state and federal laws.