



HUMAN RESOURCE GENERALIST JOB DESCRIPTION

JOB TITLE: Human Resource Generalist
DEPARTMENT: Executive
REPORTS TO: Talent Development Consultant

STATUS: Fulltime
CLASSIFICATION: Exempt
WORK HOURS: 30-40 hours a week Monday-Friday typical office hours with flexibility for event purposes

ABOUT TREEHOUSE

TreeHouse is a faith-based, non-profit organization offering hope, guidance and life transformation to hurting teens and families during difficult times. The vision of TreeHouse is to reach every vulnerable teen so they are loved, feel hope and realize life transformation. TreeHouse staff are grounded in the core values of GRACE (Growth, Relationships, Authenticity, Community, Empowerment) that determine how we build relationships with donors, partners, volunteers, fellow staff and teens. TreeHouse is based in Minneapolis/St Paul and is growing to lead the nation in helping at-risk teens.

GENERAL TREEHOUSE STAFF REQUIREMENT

By God's grace, TreeHouse staff live out Christian faith and values in ways that are consistent with the teachings of Scripture and by participating in a fellowship of believers for spiritual enrichment, encouragement, support and accountability.

JOB SUMMARY

The Human Resource Generalist is responsible for performing HR-related duties and works closely with senior management in supporting all employees. This position carries out responsibilities in the following functional areas: recruitment/employment, benefits administration, employee relations, training, performance management, policy implementation, and employment law compliance. The job is flexible in hours to secure the right candidate.

ESSENTIAL JOB FUNCTIONS

- Administer various human resource plans and procedures for all organization personnel; assist in the development and implementation of personnel policies and procedures
- Maintain the employee handbook and the policies and procedures manual
- Help administer the compensation program
- Oversee the performance evaluation program and make revisions as necessary
- Perform benefits administration, including claims resolution, change reporting, approving invoices for payment and communicating benefits information to employees
- Manage recruitment efforts for all staff, interns and contractors; write and place job postings
- Conduct interviews; help in the hiring process and in preparing onboarding plans
- Partner with and support managers regarding employee relations
- Update organization charts and the employee directory
- Assist with resourcing for employee trainings both at the individual and the team level
- Maintain employee files and all human resource records including job descriptions and exit interviews
- Help ensure compliance with federal, state and local employment and benefits laws and regulations
- Champion the TreeHouse culture to support expansion
- Collaborate with The Executive Leadership Team to guide, define and implement future Human Resource organization needs
- Participate in the payroll process
- Other duties as assigned

QUALIFICATIONS

- Mature faith in Jesus Christ which is compatible with the TreeHouse Statement of Faith and philosophy of ministry
- Commitment to the Vision, Mission, and Core Values of TreeHouse

- Bachelor's degree
- Nonprofit experience a plus
- General knowledge of employment laws and practices
- Minimum 2-5 years relevant HR experience (preferred) in the administration of benefits and compensation programs, recruiting, and other Human Resources initiatives
- Strong interpersonal skills; ability to work with individuals at all levels of the organization
- Self-motivated with ability to meet deadlines independently and as part of a team
- Ability to forge positive working relationships with a variety of people; collaborative
- Desire to continue learning and improving skill sets
- Excellent written and verbal communication skills
- Sound judgment and confidentiality
- Excellent organizational skills