



Job Description

Title: HR Generalist

Location: 570 B Street Hayward, CA 94541

Department: Human Resources

Date Created: 3/18/2022

Hours: 40/week

Exempt Status: Exempt

Benefits: Eligible

Last Revision Date: 3/23/2022

About Us

Eden I&R (<http://edenir.org>) is a nonprofit agency which envisions a community empowered with information and connected to resources, so that all people obtain health, happiness, hope, and improved livelihood. Eden I&R consists of a dedicated team of approximately 40 staff working collaboratively to serve over 70,000 people per year. The agency's current operating budget is just over \$3M.

Eden I&R is seeking a Human Resources Generalist to drive the tactical direction of all HR processes surrounding the entire employee journey and experience. This is a new position for Eden I&R reporting to the Director of Finance and will be an integral part of supporting team members throughout the agency. The ideal candidate will be someone who is collaborative, empathetic, and passionate about supporting employees and ultimately our community. Eden I&R has been in a state of growth, with a 52% increase in its operating budget over the last four years.

Eden I&R has been serving all of Alameda County since 1976 and is the one-stop for health, housing, and human information and resources. The agency has been profiled in the media for the critical role it plays not only in connecting people to the help they need but for helping individuals and families prepare for and respond to disasters.

Essential Functions

- Support internal day-to-day engagement with our people managers and team members on a wide range of projects and topics, including training and development, compliance, performance management, recruitment, hiring, retention, and other HR-related tasks
- Develop policies, programs, and practices for an engaged employee experience
- Advise Leadership Team and staff on employment laws, and organization policies and practices
- Own, update and maintain Employee Handbook
- Drive employee onboarding and offboarding, and help organize training and development initiatives
- Manage HR functions including employee relations and advising the Leadership Team on compensation, benefits, and HR best practices
- Support payroll and employee timecard processing
- Develop and drive new HR initiatives and programs across the entire agency

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- Additional HR Generalist responsibilities may be assigned as required

Skills/Qualifications

- 2-3 years of experience in an HR generalist role
- A hunger for efficiency, optimization, innovation; a genuine desire to be part of a mission-driven organization
- Demonstrated knowledge of human resources concepts, employment practices, and other areas of human resources
- Knowledge of federal & CA employment-related laws and regulation
- A commitment to equity, diversity, and authenticity
- Discretion, judgment, and ability to work with employees across all levels of the organization
- Exceptional communication, interpersonal, organizational, and problem-solving skills
- Ability to maintain poise under pressure when the stakes are high, and effectively prioritize and manage multiple projects simultaneously
- Skilled in leveraging technology to drive efficiency, and have proficiency with Microsoft Office
- Prior knowledge of Paychex would be nice to have, but it is not a requirement
- Experience in a non-profit organization and working with/supporting diverse populations of employees

Physical Requirements

- Given that this position is primarily desk-based, the physical demands are standard but do require long periods of computer screen time/desk-seated positioning

This job description in no way states or implies that these are the only duties to be performed by this employee. He or she will be required to follow any other instructions and to perform any other duties requested by his or her supervisor.

We are an equal opportunity employer. Qualified applicants will be considered without regard to age, race, religion, creed, color, national origin, ancestry, marital status, sexual orientation, gender identity or expression, physical disability, mental disability, medical condition, national origin, sex, crime victims, military or veteran status, or any other grounds prohibited by law.

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