



Holiness \* Service to the Poor \* Simplicity \* Commitment to Faith \* Charity

## Human Resources Generalist Job Posting

St. Vincent de Paul – Cincinnati (SVDP) has served residents of greater Cincinnati for over 150 years with basic needs such as food, medicine, and homelessness prevention through its outreach center in the West End and through fifty-six parish-based volunteer Conferences (chapters). SVDP provides holistic direct assistance and systemic change services while treating neighbors in need with dignity, and compassion. At St. Vincent de Paul, diversity is a fact and inclusion is an act. Every person is valued and made to feel that they belong.

We are seeking an experienced HR Generalist to join our dynamic team who can navigate with agility and compassion during a high growth period. As part of the SVDP HR team, you will play a key role in helping to shape practices that encourage employee engagement and service excellence. You will work closely with managers and staff at the stores to support their Human Capital needs.

### Our Mission:

A network of neighbors, inspired by Gospel values, growing in holiness and building a more just world through personal relationships with and service to people in need.

**Position:** Human Resources Generalist (full-time)

**Reports to:** Director of Human Resources

**Hours:** Monday -Friday 8am-4:30. Occasional Saturday or evening hours

**Work Environment:** Office Environment – Adequately lit, heated and ventilated.

### Scope of Position:

The optimal candidate for this position will possess competency of the following traits/skills:

- Organization
- Computer literacy
- Verbal and written communication
- Attention to detail
- Interpersonal communication
- Confidentiality
- Compassion
- Creativity
- Decision-making

### Job Responsibilities

**Recruitment and Onboarding** Ownership of the end-to-end recruitment life cycle including sourcing, recruitment, job postings, screening resumes, scheduling and conducting interviews, and assisting with orienting and onboarding new employees.



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**Termination and Offboarding** Managing the termination process, conducting exit interviews, and managing related documentation.

**Employee Relations** Function as a point of contact for employee complaints and concerns seeking solutions and promoting a positive work environment. Contribute ideas and promote employee engagement and well-being through various programs and initiatives. Collaborate with supervisors to address performance issues.

**HR Policies and Compliance** Ensuring that the organization complies with all labor laws and regulations and maintaining HR policies and procedures. Educating employees and fielding inquiries on benefit programs, including health insurance, retirement plans, and leave policies. Addressing compensation-related inquiries. Ensuring adherence to all relevant employment laws and ethical standards.

**Performance Management** Supporting the performance appraisal processes, providing guidance and support to managers when addressing performance issues.

**Training and Development** Collaboratively identifying training needs, organizing training sessions, and supporting employee development initiatives. Facilitate and support continuous learning and growth.

**HR Data and Records** Assist with maintaining accurate HR metrics, generating HR related reports, and utilizing HR software systems. Providing HR-related data and analytics for HR activity to support decision-making. Maintain accurate HR records. Analyze data to pinpoint trends and make recommendations for process improvement.

**Maintain Professional Relevance** Research and remain abreast of new industry trends via continuing education, professional subscriptions, professional organization membership involvement and participation.

### **Job Requirements:**

- Bachelor's degree in Human Resources, Business Administration, or a related field.
- 5+ years of proven experience as an HR Generalist or in a similar HR role.
- Strong knowledge of HR laws, regulations, and best practices.
- Excellent communication and people skills.
- Detail-oriented with exceptional organizational abilities.
- Proficiency in HRIS software and Microsoft Office Suite.
- Ability to manage sensitive and confidential information with discretion.
- SHRM-CP, or PHR preferred.

### **Physical Requirements:**

- Must have the ability to sit and/or stand for extended periods of time.
- ability to lift and carry up to 35lbs.
- ability to speak, hear, and engage in effective communication, both in person and over the telephone.



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Join our team and become a member of a faith-based community where your input is valued, and your viewpoints are included. At St. Vincent, de Paul you can experience the reward of contributing to the growth and success of our mission while advancing your HR career.

**Qualified candidates are encouraged to forward a cover letter, resume & compensation expectations letter outlining their qualifications and relevant experience. Please include "HR Generalist Application" in the subject line of your email addressed to [glong@svdpcincinnati.org](mailto:glong@svdpcincinnati.org). Deadline to apply is November 27, 2023.**

**Thank you for considering us as a potential employer of choice.**

*The Society of St. Vincent de Paul-Cincinnati District Council provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, St. Vincent de Paul complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities.*