



## JOB POSTING HUMAN RESOURCES GENERALIST

Cincinnati Youth Collaborative (CYC), a United Way Agency Partner, has been committed to increasing Greater Cincinnati high school graduation rates for over 30 years by collaborating with schools, businesses, and volunteers throughout the community. Since its founding, CYC has served more than 200,000 students by placing positive adult advocates in their lives. Working directly with local school districts, CYC offers workforce development, college and career success, and mentoring services to students. Mentoring platforms are tailored to the needs of individuals, groups, and businesses. Over the past five years, an average of 94% of CYC senior students have graduated on time from high school.

JCG is currently looking for an HR generalist to provide support for human resources activities within the organization. The generalist will be responsible for coordinating the day-to-day HR activities within CYC including recruiting, onboarding & orientation, benefits administration and employee relations & policy interpretation. They will provide advice and counsel to the CEO/President of the organization as well as the leadership team within the organization. The position will also support volunteer recruitment and onboarding for CYC. This is a full-time position and the person is a department of one, though there is some additional support from the finance team and other administrative staff.

Principle Responsibilities of the Role include:

- Recruiting. Assist hiring managers with all phases of recruiting process including position descriptions, posting, screening, interviewing and competing offers.
- Onboarding/Orientation. Facilitate entry of new staff including initial benefits administration and coordination with payroll. Also looking for the development of a comprehensive orientation program for new staff including exposure to organizational vision/values, structure, culture, policies & procedures and individual job expectations.
- Employee Relations. Ensure understanding of and compliance with policies and procedures, develop and execute annual review process and work to resolve any performance or communication problems that are identified. The HR manager is also expected to actively undertake efforts to develop and promote a positive employee culture and work environment through engagement and social activities.
- HR Administration. Maintain employee (HR) files and ensure other compliance -related requirements are met.
- Volunteer Engagement. Assist program activities by coordinating the identification of volunteers, initial screening and general orientation to the organization. (Training of volunteers in their specific responsibilities will be responsibility of program staff.)

This position requires a bachelor's degree (or equivalent combination of education and experience) in human resources, business or a similar discipline at least three years of generalist experience in a small to medium-sized organization, preferably a non-profit organization. SHRM- CP or PHR certification is highly desirable. Strong communication and customer service skills are also required as are interpersonal, oral and written communication skills. Successful candidates will have organizational skills, time management skills and an ability to balance both task-oriented and process-oriented responsibilities. Strong background with Microsoft Office, Outlook and similar applications is required. As a department of one the HR Manager must be able to work independently with minimal direction and have a strong desire to develop and maintain a first-class HR operation.

By connecting students with resources and tools for success, CYC continually proves that preparation and opportunity make all the difference in creating bright futures. CYC's 3 E's – Enrolled, Employed, and Enlisted – are the key career pathways for our youth because we know that success does not end after a high school diploma. Join our team and be part of this exciting and rewarding activity. Apply for the position at <https://www.cycyouth.org/employment-opportunities/>