



Benedict Center

Compassion • Justice • Action • Transformation

The Benedict Center is a leading provider of services and advocacy to help women in the criminal justice system live safer, healthier lives for themselves, their children and our community. Our services include community-based substance abuse and mental health treatment, reentry programming, and street outreach & drop-in centers for women in the street sex trade.

POSITION: Human Resources Generalist

REPORTS TO: Executive Director

POSITION PURPOSE: The HR Generalist partners closely with the Executive Director, the Programs and Operations Director and the Finance Director to administer policies related to all phases of human resource activity. This position will play a key role in our leadership team as we formalize our HR capacity to support a dynamic and growing organization. The agency is dedicated to creating a culture of learning and continuous improvement among a group of diverse, talented individuals.

RESPONSIBILITIES:

- Develops and improves processes for consistent execution of operational policies, procedures, performance improvement/management to ensure effectiveness, compliance, and equity within organization.
- Makes recommendations for and creates staff retention programs and/or processes.
- Assists implementation of agency's Strategic Plan in the Human Resources related areas.
- Responds to general staff inquiries regarding HR policies, benefits, and procedures.
- Keeps records including hires, promotions, transfers, performance reviews, terminations, and employee statistics for government reporting.
- Recruits, interviews, tests and selects employees in coordination with agency leadership (e.g. Executive Director, Director of Programs and Operations) to fill vacant positions.
- Plans and conducts new employee onboarding to foster positive attitude toward company goals.
- Prepares employee separation notices and related documentation, and conducts exit interviews to determine reasons behind separations.
- Administers benefits programs such as life, health, dental and disability insurances, vacation, sick leave, leave of absence, and employee assistance.
- Advises management in appropriate resolution of employee relations issues; accompanies managers in related meetings as needed.
- Trains management in interviewing, hiring, terminations, promotions, performance review, safety, and sexual and all types of harassment.
- Responds to Employer/Dept. of Workforce Development inquiries.
- Administers salary administration program to ensure compliance and equity within organization (including conducting wage surveys within labor market to determine competitive wage rate).

- Develops safety and crisis management manuals and ensures the following are in place: first aid kit check list, safety posters and biohazard kits.
- Investigates accidents and prepares reports for insurance carrier.
- Any and all other duties as assigned.

QUALIFICATIONS:

- Associates or Bachelor's degree in HR, business, or a related field.
- A minimum of 2 years of experience, preferably in the non-profit sector.
- Knowledge of legal requirements and government reporting regulations affecting human resources functions.
- Excellent communication skills, interpersonal skills, ethics, and cultural awareness.
- Resourceful, problem-solving aptitude and thorough knowledge of HR procedures and policies.
- Willingness, availability, and ability to travel to any of our locations in Milwaukee County.

ATTRIBUTES

- Exceptional relationship-building and interpersonal written and verbal communication skills.
- Excellent judgment and creative problem-solving skills including negotiation and conflict resolution.
- Energetic, flexible, collaborative, and proactive.
- Passion for and strong understanding of the Benedict Center's social justice mission.
- Ability to meet deadlines and follow projects through to completion.

WORKING CONDITIONS AND PHYSICAL DEMANDS

- Requires frequent use of a telephone, speaking in a clear and understandable manner.
- Requires frequent participation in repetitive motion activities including typing on a computer keyboard.
- Frequently requires the ability to work for several hours at a time at a desk and computer monitor.
- Requires frequent verbal communication with staff, often for several hours at a time.

TERMS:

- This is a part-time non-exempt position.
- Two weeks paid vacation plus personal/sick time (pro-rated for part-time).
- 12 paid holidays (pro-rated for part-time).
- Employee Assistance Program
- Flexibility regarding remote work and schedule for part of the time will be considered
- Opportunity to join a caring and committed team of professionals. Benedict Center is committed to a diversified workforce

Black, Indigenous, and People of Color are strongly encouraged to apply.

Please email resume with cover letter to:

hr@benedictcenter.org

We will continue to accept resumes with cover letters until this position is filled.