

HR GENERALIST PART-TIME

Alcohol Justice is an alcohol industry watchdog and resource for communities working to prevent alcohol-related problems. We envision a world where youth and adults make healthy choices about alcohol, supported by the responsible behavior of communities, government, and the alcohol industry. We are a small staff, passionate about our work.

PART-TIME

- This is a part-time position, approximately 5 - 10 hours per week
- Onboard as employee or independent contractor
- Flexible Schedule
- Start date immediate

SCOPE OF WORK

Duties include but are not limited to:

- Recruitment, onboarding, and termination processes
- Payroll, Benefits, FSA and Pension Plan administration
- Maintain federal and state compliance in all areas of HR
- Facilitate employee relations and conflict resolution
- Support accounting team with reports and data
- Support and comply with all policies and procedures of Alcohol Justice
- Lead process to review and update personnel manual
- Create and maintain personnel files
- Maintain, update and follow standard operating procedures (SOP)
- Support Executive Director in annual performance evaluations
- Implement and maintain injury prevention and emergency response plans
- Manage workers' compensation compliance
- Provide and document safety orientation and other required training sessions to staff
- Position reports to administrative director

QUALIFICATIONS

- Human Resources Generalist with at least 5 years nonprofit experience
- SPHR/PHR Certification; BA/BS
- Continuing education and up-to-date knowledge in all areas of state/federal compliance
- Advanced proficiency in Excel/Microsoft Office applications; strong technical aptitude
- High degree of professionalism and integrity
- Excellent communication skills
- Detail oriented and efficient with strong written and organizational skills
- Excellent team player and collaborator

TO APPLY

Please submit a cover letter and resume to jobs@alcoholjustice.org and put "HR Generalist Part-time" in subject line. No calls please.

Diverse applicants are strongly encouraged to apply. Alcohol Justice does not discriminate against its employees or applicants based on race, color, religion, national origin, ancestry, age, medical condition, disability, veteran status, marital status, gender, sexual orientation, or on any other impermissible basis.