HR Generalist –Part-time

Organizational Description: 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.

Part-time
• This is a part-time position, approximately 4 to 8 hours per week, average 6 hours
• Start date immediate

Scope of Work
Duties include but are not limited to:
• Recruitment, new hire and termination processes
• Payroll, Benefits, FSA and Pension Plan administration
• Create/maintain personnel files
• Maintain federal and state compliance in all areas of HR
• Facilitate employee relations and conflict resolution
• Support accounting team with requested reports and data
• Support and comply with all policies and procedures of Alcohol Justice
• Lead process to review and keep personnel manual up to date
• Maintain/update and follow standard operating procedures (SOP)
• Support Executive Director in annual staff reviews
• Implement & maintain injury prevention and emergency response plans
• Manage workers’ compensation compliance
• Provide and document safety orientation and other required training sessions to staff
• Reports to administrative director

Qualifications:
• Human Resources Generalist with at least 5 years experience specific to nonprofits
• 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; technical aptitude
• High degree of professionalism with strong communication skills
• Detail oriented with strong written and organizational skills
• Excellent team player and collaborator
• Flexible with positive attitude and pleasant demeanor

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.