

# **Michigan Fitness Foundation**

## **Position Description**

### **Human Resource Generalist**

Classification: Exempt/Part-Time

Reports to CEO

Excellent benefits package offered.

Salary commensurate with education and experience.

#### **Job Description**

##### **Summary/Objective**

The human resource generalist is responsible for performing HR-related duties on a professional level. This position carries out responsibilities in the following functional areas: benefits administration, employee relations, training, performance management, onboarding, policy implementation, recruitment/employment, affirmative action and employment law compliance.

##### **Essential Functions**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Administers various human resource plans and procedures for all organization personnel; assists in the development and implementation of personnel policies and procedures; prepares and maintains the employee handbook and the policies and procedures manual.
2. Participates in developing department goals, objectives and systems.
3. Administers the compensation program; monitors the performance evaluation program and revises as necessary.
4. Performs benefits administration, including claims resolution, change reporting, and communicating benefits information to employees.
5. Conducts recruitment effort for all exempt and nonexempt personnel, students and temporary employees; conducts new-employee orientations; monitors career-pathing program; and writes and places job postings.
6. Handles employee relations counseling, outplacement counseling and exit interviewing.
7. Participates in administrative staff meetings and attends other meetings and seminars.
8. Maintains company organization charts and the employee directory.
9. Assists in evaluation of reports, decisions and results of department in relation to established goals. Recommends new approaches, policies and procedures to continually improve efficiency of the department and services performed.

10. Completes all verifications, background checks, reference checks, and any clearances required by grants to ensure MFF is in compliance.
11. Coordinates centralized hiring process including updating job descriptions, postings, etc. Posts open positions to external websites.
12. Maintains human resource information system records and compiles reports.
13. Maintains compliance with federal, state and local employment and benefits laws and regulations.

## **Competencies**

1. Communication.
2. Consultation.
3. Ethical Practice.
4. Global & Cultural Awareness.
5. HR Expertise.
6. Relationship Management.

## **Required Education and Experience**

- Bachelor's degree is required.
- 3-5 years prior HR experience required; non-profit industry experience preferred.
- Must be able to communicate and interact with a variety of internal/ external customers and/or co-workers at level of detail required to resolve issues of moderate complexity.
- Able to apply strong functional computer knowledge in utilizing Microsoft Office Suite in completing assignments. May require knowledge of or ability to quickly learn specialized software to complete work assignments.
- Requires excellent communication skills with ability to state messages in a clear manner by using language that is easy for others to understand.
- Broad knowledge of general employment laws, recruitment, EEO/AAP.

## **Preferred Education and Experience**

- Bachelor's degree in human resources and 5 plus years' experience desired.
- Master's degree in human resources or related field and 3 plus years' experience desired.

## **Supervisory Responsibility**

This position has no direct supervisory responsibilities.

## **Work Environment and Physical Demands**

- Will work in usual office working conditions where noise level in the work area is typical of most office environments with telephones, personal interruptions, and background noises.
- Must be able to constantly operate standard office equipment such as laptop computers, photocopiers and smartphones, and constantly communicate with internal staff as well as external partners.
- Must be able to frequently remain in a stationary position as well as move about in the course of general duties.

## **Position Type/Expected Hours of Work**

This is a part-time position. The HR Generalist can expect to work approximately 20 hours per week. Days and hours of work will be scheduled between Monday through Friday between the hours of 8:00 a.m. to 4:30 p.m. Occasional evening and weekend work may be required as job duties demand.

## **Travel**

Little to no travel is expected for this position.

## **To Apply:**

- Please email cover letter and resume to Amy Ghannam, President & CEO, at [aghannam@michiganfitness.org](mailto:aghannam@michiganfitness.org).
- Please indicate "MFF HR Generalist" in the subject line.

**The Michigan Fitness Foundation is an at-will employer. The above position description describes the position currently available and is not intended to be an employment contract. The Michigan Fitness Foundation reserves the right to modify the duties or position description at any time. This position is located in Lansing and is considered to be exempt.**