

Founded in 1947, Peninsula Volunteers, Inc. is a community-based, non-profit organization that develops and administers programs and services for the aging population in the mid- peninsula region. Our mission is to help create, through high quality and nurturing programs for the aging, a community in which seniors are engaged, cared for and respected. As life expectancy lengthens, communities embrace both opportunities and challenges to help the aging maintain their dignity, independence and sense of usefulness. The mark of a healthy community is in the way it respects and honors those who built the community.

Peninsula Volunteers Inc., has a terrific opportunity for an individual who has a passion for enabling others to help others. The staff at PVI enrich the lives of aging adults in the local community. We are looking for a Human Resources Generalist to join our team. If you welcome the opportunity to provide responsive and high-quality service while also being sensitive to the organization's needs, this position may be for you. PVI has about 60 employees in and around Menlo Park.

The HR Generalist will report to the CEO and will work 30 hours a week (approximately Monday – Friday, 8:30 – 2:30). This position is eligible to participate in the PVI benefits program, including employee medical and retirement plans.

Job Description:

Our HR Generalist is a one-person department responsible for staffing, HR administration, benefits, compensation, employee relations training and development, and compliance and process development.

Highlights of duties include:

- Staffing and Employment
 - Assists in creating annual staffing plan
 - Writing complete and compliant job descriptions and compelling job postings that are used to communicate job openings internally and externally
 - Conducting phone and in-person interviews
 - Work closely with hiring managers and executive team to create and deliver employment offers
- Employee Administration
 - Performs all administration required to on-board and off-board employees and temporary staff
 - Maintains company organization charts and employee directory
- Benefits Administration
 - Works closely with broker and/or vendors to administer benefits program
 - Communicate benefit strategy and plan highlights to candidates and employees
- Compensation Administration
 - Communicate compensation philosophy to managers and employees
 - Implements approved compensation changes
 - Monitor employee compensation, alerting management of any potential issues
 - Conduct FLSA analysis and maintain appropriate documentation
- Employee Relations

- Recommends and monitors performance evaluation, employee recognition and other similar programs and suggests revisions as necessary
- Acts as a resource to management on ongoing performance management
- Along with other members of management, develops and delivers programs, such as new employee orientation, interview and selection training and benefits open enrollment
- Investigate and recommend solutions for employee issues which may include harassment, discrimination and other workplace concerns
- Administer leaves of absence, workers' compensation and unemployment claim programs
- Training and Development
 - Ensure employees receive required training
 - Serve as an internal resource to assist employees and managers in meeting employee development needs, making liberal use of outside resources
- Compliance and Policy Development
 - Develops, recommends, and implements HR procedures
 - Prepares and maintains handbook on policies and procedures
 - Ensures that the organization is compliant with all HR related regulation
 - Works with others to maintain a safety program, including an Injury and Illness Prevention Plan and Emergency Action Plan
- Completes special projects and other duties as assigned.

Requirements:

- Proficiency in MS Word, Excel, MS Outlook
- Proficiency with Applicant Tracking Systems, HR databases and/or Payroll systems
- Professional demeanor, with the ability to develop and maintain rapport with a variety of people
- Must be organized, maintaining a sense of urgency, while being detail-oriented
- Ability to multitask, prioritize work, handle interruptions, and meet deadlines
- Strong customer service skills, being empathetic and firm when communicating
- Ability and desire to work independently
- Ability to balance competing priorities

Education and Experience:

- 4+ years' experience in an HR generalist role in a small to medium sized organization
- Experience in non-profit HR administration desired
- High School diploma or equivalent required. Bachelor's degree preferred
- PHR or SHRM-CP certification a plus
- Fluent in English (Bilingual in Spanish a plus)

If this sounds like the kind of opportunity that you are looking for, please visit <http://www.penvol.org/about/employment/> to apply.