



United Way
of Greater Rochester
and the Finger Lakes

UNITED WAY OF GREATER ROCHESTER AND THE FINGER LAKES JOB DESCRIPTION:

HUMAN RESOURCES GENERALIST/RECRUITER

Join the team!

United Way of Greater Rochester is a dynamic and collaborative work environment comprised of dedicated professionals who are driven to make our community a better place. Join our team and make an impact serving Greater Rochester with your time and talent.

Mission

Our mission is to mobilize the goodwill and resources of our community so that everyone can thrive.

Values

Our core values define who we are and how we serve our community. Within our organization and the communities, we serve, we act consistently with *integrity, action, caring, and teamwork*.

Culture Statement

We are committed to creating a welcoming environment that embraces, values, respects, and encourages people to show up as their authentic selves to produce their best work. Together we ensure that processes, policies, and practices foster fairness, belonging, and equity that reflect the views and values of all people within all levels of our organization.

Benefits

Our benefits package includes health, dental, and vision insurance, a 403(b)-retirement plan, life insurance, a flexible spending account, and health savings account. United Way provides 14 paid holidays a year (thirteen days off and two ½ days), and you receive your birthday off. United Way is also pleased to offer two personal days, two volunteer days, 12 sick days, and 3 weeks of vacation per year, all prorated in your first year of employment.

- Hybrid working arrangements (flexible working arrangement, with required on-site twice a week)

A great place to work begins with its **PEOPLE!**

Driven by our mission and a shared set of values, our team of more than 90 talented professionals are dedicated to doing meaningful work in the community.

Come and join the Team! United Way employees enjoy a competitive benefits package including paid time off, health insurance options with a generous employer contribution, flexible and hybrid work schedules, retirement benefits with above standard employer contribution, a 37.5-hour work week, and more.

We're looking for people who are self-starters; excel in a collaborative team environment; have a passion for making a difference; and are natural relationship builders with proven success in making lasting connections.

Revised: 7/2023

SUMMARY

The Human Resources Generalist/Recruiter will handle the daily functions of the Human Resource department including hiring and interviewing, leave of absences, compliance, ensuring proper and consistent application of HR policies/practices/procedures, employee relations, manager coaching/counseling, manages performance management processes, employee engagement, new hire onboarding, and be a resource for the employees at United Way of Greater Rochester and the Finger Lakes. Communicates effectively at all levels of the organization. Builds trusting relationships with employees to ensure all voices can be heard and considered in HR decision-making. Works collaboratively with managers, supervisors, and employees to improve work relationships, creating a sense of belonging and empowerment for all to see the "WHY" in their work. This position is responsible for driving and supporting a positive culture to ensure employee satisfaction full-cycle recruitment and onboarding. on and to ensure employees live the values to serve United Way's great mission.

ESSENTIAL FUNCTIONS

- Recruiting/Onboarding
 - Full-cycle recruitment and onboarding, including managing the recruitment, interview and selection process. Partner with hiring managers on resume selection, pre-screen and interview process, schedule and conduct interviews (as needed), extend offers
 - Facilitate background check process and conduct reference verification
 - Management and maintenance of the new hire onboarding process, coordinating across departments and leaders to coordinate short and long-term orientation activities and presentations
 - Conduct stay interviews and provide recommendations based on data
- Employee Engagement
 - Manage performance review process with supervisors and leadership team
 - Assist in employee engagement feedback survey process
 - Consistently demonstrate the values of the United Way and foster positive workplace culture through interactions with coworkers in HR capacity
 - Conducts employee exit interviews, compiles and analyzes results, prepares trends analysis to deliver to leadership
 - Collaborate with all departments and employees as it pertains to Human Resources needs. First point of contact for managers and employees for employee relations, including conflict

- resolution, mediation, intake of complaints, and participation in investigations
 - Interpret and enforce organization policies/procedures
- HR Administration/Operations
 - Manage day-to-day HR operations (i.e. employee inquires, requests, email, documentation, compliance, etc.)
 - Handle HR administrative duties and assignments, including sending work anniversary emails, coordinating gifts, filing, etc.
- Meetings/Recurring Activities
 - Leads the monthly All Staff Meeting by facilitating, preparing, and vetting the slide deck as well as collecting immediate feedback via a survey of participants as to affectivity of the meeting.
 - May participate on Cross Organizational Leadership Team (COLT)
 - Active participant on the Employee Engagement Team to help foster a positive, safe and inclusive organizational culture. Lead team as necessary.
- Benefits/Compensation
 - Participate in annual benefit open enrollment meetings and disseminate information. Assist in answering benefits-related questions
 - In collaboration with the Chief People and Culture Officer, develop and maintain competitive compensation packages. Includes conducting market wage analysis and internal equity analyses
- Compliance/Policies/Procedures
 - Update employee benefit and administrative policies annually/as required (i.e. employee handbook)
 - Maintain and update job descriptions for all positions. Create job descriptions when needed
 - Oversee labor postings and regulation to assure agency compliance
 - Ensure HR department and United Way is compliant with state and federal labor and employer regulations, including coordinating annual sexual harassment training
 - Oversight and maintenance of compliance for employment records and employee files
 - Other duties as assigned

SKILLS AND COMPETENCIES

- Knowledgeable in Federal and NYS employment-related laws and regulations
- Values diversity, equity, and inclusion, possesses cultural humility
- Time management and prioritization
- Attention to detail
- Analytical & problem-solving skills
- Values diversity, equity and inclusion, possesses cultural humility
- Excellent verbal and written communication ability
- Interpersonal and conflict resolution skills
- Ability to maintain confidentiality and handle highly sensitive information with tact and discretion
 - Proficient in Microsoft Office suite
- Ability to identify issues and bring suggestions/solutions for improvements
- Works well independently and as part of a team
- Analyzes data to identify trends and opportunities

- Business acumen
- Team facilitation
- Actively engages in meetings by actively listening and participating in the discussion • Quick learner and self-starter

FLSA CLASSIFICATION: Exempt

SALARY RANGE: \$60,000 - \$70,000/YEAR

REPORTS TO: Chief People & Culture Officer

SUPERVISORY RESPONSIBILITY: None

TRAVEL: Some rare evening travel may be required with attendance at events.

EDUCATION AND EXPERIENCE

Associate's Degree in a related field and at least 3 (three) years of human resources and/or recruiting experience; or equivalent education and/or experience.

HOW TO APPLY [Job Posting Link](#)

https://www.appone.com/MainInfoReq.asp?R_ID=6031179

CLICK HERE to apply.

United Way is committed to equal employment opportunities for all employees and applicants for employment. United Way prohibits discrimination against employees and applicants in all aspects of employment including but not limited to recruitment, hiring, compensation, promotion, training, leaves of absence, benefits, termination, employer-sponsored activities, social and recreational programs, and recognition. United Way prohibits discrimination against all legally protected classes including age, color, creed, disability, domestic violence victim status, gender expression, gender identity, genetic predisposition, marital status, military status, national origin, parental status, political affiliation, pregnancy-related condition, prior arrest/conviction record, race, religion, reproduction health choices, sex, sexual orientation, or other non-merit-based factors.