



St. Vincent de Paul
SOCIETY OF LANE COUNTY

Human Resources Generalist

Eugene OR

Pay from \$50,000.00 per year

Benefits

- Health insurance
- Paid time off
- Dental insurance
- Vision insurance
- Employee discount
- Employee assistance program

Over the last 68 years, SVdP has grown from a volunteer-led non-profit to the largest human services agency in Lane County with more than 600 employees. Our mission is to assist the poor and those in need of consolation, seeking out and utilizing every resource. Being mindful of the sanctity and dignity of all, any charitable work that advances those goals is within the mission of SVdP Lane County.

The purpose of the Human Resources Generalist position is to support the initiatives and lend overall support to multiple functions held within the Human Resources Department.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Reviews, tracks and documents compliance with mandatory and non-mandatory training.
- Maintains compliance with federal, state and local employment laws, regulations and postings.
- Manages unemployment claims
- Performs routine tasks required to administer and execute human resource programs including but not limited to compensation, benefits and leave.
- Champion of employee reward and recognition program
- Acts as a liaison between Human Resources and all other departments.
- May offer input to Director during performance evaluations or disciplinary situations.
- Administers new hire orientations or onboarding materials as a back up to the Coordinator.

- Performs administrative duties, such as maintaining employee databases, reports, compiling and distribution of materials, filing and other projects as assigned.
- Ensures smooth communication with employees and timely resolutions to their queries.
- May conduct interviewing, onboarding, stay and exit interviews
- Lead and assist the DEI platform for the agency
- May conduct or attend trainings to support agency vision

KNOWLEDGE, SKILLS AND QUALIFICATIONS

- Four years college in a related field or equivalent work experience: preferably in a non-profit setting.
- Bi-Lingual with Spanish/English
- Attention to detail and analytically driven
- Excellent verbal and written communication skills
- Service advocate
- Highest regard of confidentiality
- Self-motivated, organized and ability to work as part of a team
- Advanced computer skills, including, communication tools, payroll and human resources software
- Problem solving skills and resourceful thinking
- Ability to work with a diverse employment population

Language:

- Spanish (Required)

HOW TO APPLY

If you feel you are qualified and want to apply for this position submit a St. Vincent de Paul (SVdP) job application at <http://apply.svdp.us/>

All employees and prospective employees of St. Vincent de Paul will receive equal employment opportunity without regard to race, color, religion, sex, age, national origin, disability or any other trait protected by applicable law. Promotions, transfers, training, compensation, benefits and all other employment considerations will be administered without regard to race, color, religion, sex, age, national origin, disability or any other trait protected by applicable law. Veterans are encouraged to apply.