



Human Resources Generalist

Eugene, OR

Pay \$55,000.00 - \$60,000.00 per year

Benefits

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

Job description

Job Title: Human Resource Generalist

Department: Human Resources

Reports To: HR Director

FLSA Status: Exempt

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

Please fill out a St. Vincent de Paul application and submit it with your resume. The application can be found at <https://apply.svdp.us/> or at 2890 Chad Drive; Eugene, Oregon 97408.

Disclaimer: All employees and prospective employees of St. Vincent de Paul will receive equal employment opportunities 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.