

Camp Fire North Shore

POSITION: Human Resource Generalist

HOURS OF WORK: 40 hours per week, 9:00 am-5:00 pm

POSITION LOCATED IN: Lynn, MA

PAY RATE: \$43,000 - \$48,000 annually

Camp Fire North Shore (CFNS) is a non-profit organization located in Salem and Lynn, MA offering before and after school care, summer day camp, teen and club programming to youth on the North Shore. Thrive{ology} is our proven, research-based approach to teaching every kid and teen how to be a better friend, student, son, daughter, member of society. Camp Fire North Shore programs target school age youth, pre-k through grade 8. For more information about our organization, please visit www.campfirenorthshore.org.

We're in search of a qualified and resourceful HR generalist to support our staff in ensuring smooth and efficient business operations. The HR generalist will have both administrative and strategic responsibilities, helping us to plan and administer important functions, such as staffing, training and development, and compensation and benefits. At CFNS we understand that our business thrives when our personnel thrive, and that starts by hiring the right HR professionals.

This is a year-round position located at our Lynn, MA office headquarters. This position reports to the Executive Director. The person in this role will also support the Administrative Assistant with operational tasks. We expect 70% of the work to be related to HR and 30% operations.

Job Description:

- Recruits, interviews, and facilitates the hiring of qualified job applicants for open positions; collaborates with departmental managers to understand skills and competencies required for openings.
- Drafts, posts and manages job postings across various social media and employment platforms.
- Conducts or acquires background checks, reference checks and employee eligibility verifications.
- Implements new hire orientation and employee recognition programs.
- Performs routine tasks required to administer and execute human resource programs including but not limited to compensation, benefits, and leave; disciplinary matters; disputes and investigations; performance and talent management; productivity, recognition, and morale; occupational health and safety; and training and development.
- Handles employment-related inquiries from applicants, employees, and supervisors, referring complex and/or sensitive matters to the appropriate staff.
- Attends and participates in employee disciplinary meetings, terminations, and investigations.
- Assist in developing and executing personnel procedures and policies, providing guidance and interpretation for business operations
- Suggest new procedures and policies to continually improve efficiency of the HR department and organization as a whole, and to improve employee experience
- Maintains compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews policies and practices to maintain compliance.
- Collects and submits biweekly payroll.
- Supports Admin team with transportation, registration, reporting and other operational tasks as needed.
- Performs other duties as assigned.

Required Skills:

- Excellent verbal and written communication skills.
- Excellent interpersonal, negotiation, and conflict resolution skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.

- Ability to prioritize tasks and to delegate them when appropriate.
- Ability to act with integrity, professionalism, and confidentiality.
- Thorough knowledge of employment-related laws and regulations.
- Proficient with Microsoft Office Suite. Google Drive or related software.
- Bilingual preferred

Education and Experience:

- Bachelor's degree in Human Resources, Business Administration, or related field.
- At least one year of human resource management experience preferred.

BENEFITS:

- Health & Dental Insurance
- 3 weeks of vacation annually
- 1 week of sick time annually
- 2 personal days annually
- 13 holidays annually
- Professional Development

Equal Employer Opportunity Statement

We promote diversity of thought, culture, and background. That is why Camp Fire North Shore is proud to be an equal opportunity employer that seeks and employs people with skill and talent with the highest standards of fairness, covering all aspects of employment, including, but not limited to, recruitment and employment, promotions, compensation, team opportunities, and training programs. We are passionate about building and sustaining an inclusive and equitable working environment for all people. We welcome and encourage all qualified individuals to apply.

If interested in applying for this position, please contact Laurie Hamill, Executive Director at lhamill@campfirenorthshore.org.