Human Resource Generalist
Position Description

Reports to: Chief Operating Officer
FLSA Status: Exempt

The National Council of Negro Women is an “organization of organizations” (comprised of 300 campus and community-based sections and 32 national women’s organizations) that enlightens, inspires and connects more than 2,000,000 women and men. Its mission is to lead, advocate for, and empower women of African descent, their families and communities.

Position Summary: We’re searching for a qualified and resourceful human resources generalist to support NCNW in ensuring smooth and efficient operations. The human resources generalist will have both administrative and strategic responsibilities, and will help with important functions such as staffing, training and development, and compensation and benefits. At NCNW, we understand that our organization thrives when our employees thrive, and it begins with hiring the right human resources generalist. In this position you must be motivated, have the ability to solve complex problems, and have a passion for NCNW’s mission.

Objectives of this role

- Assist in developing and executing personnel procedures and policies, and provide guidance and interpretation for business operations.
- Participate in development of HR objectives and systems, including metrics, queries, and ongoing reports for company requirements.
- Assist in administering benefits, compensation, and employee performance programs.
- Suggest new procedures and policies for improving employee experience as well as the efficiency of HR department and the organization.
- Ensure compliance with local and national regulations and applicable employment laws, and update policies and procedures when necessary.

Responsibilities

- Prepare paperwork and schedules for smooth new-hire onboarding process, coordinating with cross-functional departments to deliver an exceptional first-day experience.
- Handle all administrative tasks for onboarding, new-hire orientations, and exit interviews, including data entry in human resources information systems (HRIS) and audits for accuracy and compliance.
- Provide a dedicated and effective HR advisory service to employees that covers absence and health issues, conduct and capability, grievances, organizational change, and all other employee-relations matters.
• Be the primary backup for payroll processing, including biweekly and semimonthly updates to employee files, bonus/incentive pay, vacation/sick pay, expense reimbursements, hourly-employee validations, and benefits changes.
• Assist in the communication, interpretation, and upkeep of employee handbook, employee directory, and organizational chart.

Required skills and qualifications

• Excellent communication and interpersonal skills, ethics, and cultural awareness
• Aptitude for problem-solving and thorough knowledge of HR procedures and policies
• Advanced knowledge of HRIS and ability to learn new technical systems, when necessary
• Preferred skills and qualifications
• Bachelor’s degree (or equivalent) in human resources, business, or related field
• Proven success working in an HR department
• Resourceful mindset and strong attention to detail
• Knowledge of PeopleSoft software
• Knowledge of national laws and regulations related to employment

To apply- Please email at Jobs@ncnw.org with your resume and cover letter for consideration.