

HR Generalist/Senior Generalist

Note: This page is a listing for both an HR Generalist and a Senior HR Generalist position. The position offered is contingent upon experience and needs of the Human Resources team.

To advance the purpose of InterVarsity, this position will build partnerships across the Fellowship and deliver value added HR service to Staff and Staff Directors that reflect the ministry objectives and values of the organization. The HR Generalist will serve as an internal consultant and strategic partner to Staff Directors and Staff on Human Resources related issues.

MAJOR RESPONSIBILITIES

- Be a maturing disciple of Jesus Christ: growing in love for God, God's Word, God's people of every ethnicity and culture, and God's purposes in the world
- Partner and consult with Staff Directors and Staff
 - Act as an internal consultant by proactively identifying and analyzing HR related ministry needs and recommending solutions for implementation
 - Partner closely with leadership and staff to improve work relationships, build morale, increase productivity and retention
 - Ensure compliance with all applicable federal and state employment related legal requirements and InterVarsity policies and procedures; assist in mitigating legal risks, and partner with the Legal department as necessary
 - Provide consultation and coaching to Staff Directors on performance management, department restructures, workforce planning, and exit interviews
 - Maintain an effective level of literacy of the various InterVarsity ministries, plans and contexts
- May perform one or more of the following HR Specialist functions:
 - Compensation
 - ✦ Ensure compliance with all applicable state and federal laws and InterVarsity guidelines pertaining to compensation
 - ✦ Oversee the ongoing design and administration of the InterVarsity salary structure and compensation plan
 - ✦ Review and grade positions descriptions across the organization
 - Recruitment and Hiring
 - ✦ Ensure compliance with all applicable state and federal laws and InterVarsity guidelines pertaining to recruitment and selection
 - ✦ Partner and consult with Staff Directors throughout the recruitment, screening and hiring process for assigned open positions

- Partner with the HR Team and supporters
 - Participate in the development and implementation of HR department goals/objectives, policies, procedures and systems
 - Train, coach and mentor HR Staff as necessary
 - Assign work to other HR Staff as necessary
 - Provide back up support for Human Resources functions as necessary
 - Participate in HR-related and cross-functional project teams
 - Regularly communicate updates and prayer requests to donors and raise agreed-upon level of support

QUALIFICATIONS

- Annually affirm InterVarsity's Statement of Faith
- Bachelor's degree or equivalent experience in HR required; PHR or SPHR certification preferred
- Minimum of 4- 6 years of related experience
- Ability to resolve complex employee relations issues
- Working knowledge of multiple HR disciplines including employee relations, compensation, HRIS, recruitment, diversity, performance management, benefits, etc.
- Knowledge of federal and state employment laws
- Excellent verbal and written communication skills
- Strong interpersonal and conflict management skills
- Ability to develop strong trusting relationships in order to gain support and achieve results
- Ability to consult with Staff Directors in multiple locations
- Demonstrated ability to interact with staff at all levels
- Effectively envision, develop, and implement new strategies to address complex ministry issues
- Ability to manage multiple conflicting priorities
- Be self-directed and motivated
- Prior knowledge / experience with InterVarsity preferred
- A working knowledge of Microsoft Software applications (Word, Excel, and PowerPoint)
- Demonstrated ability and commitment to work in a diverse team environment
- Ability to handle all matters in a confidential manner
- Commitment to continued professional growth
- Ability to travel as required, including attendance at two five-day triennial conferences (Urbana - generally December 26-January 1; and Staff Conference - generally early January)