

Habitat for Humanity of Lee County Position Description

Position Title Human Resources Generalist	Full Time <input checked="" type="checkbox"/> or Part Time <input type="checkbox"/>
Employee Name	Hourly <input type="checkbox"/> or Salaried <input checked="" type="checkbox"/>
Team Financial Management	Revision Date
Supervisor Title VP Financial Management	Approved By (Name/Signature)
Supervisor Name John O'Donnell	

Primary Responsibilities:

- Work Closely with Team Leaders and Managers to understand their hiring needs and staff development needs
- Creatively determine the best vehicles & verbiage for personnel recruitment & implement
- Pre-screen applicants and set interview appointments as determined with hiring supervisor
- Manage the notification process and onboarding for new hires
- Help ensure Habitat's compliance with relevant HR laws and policies
- Assist Managers in coaching employees
- Proactively recommend needed training for managers and staff and help implement
- Assist in maintaining our positive workplace values and culture
- Oversee the Safety Program and assist in Workers Comp claim processing
- Other duties as assigned

Necessary Personal/Professional Characteristics:

- Excellent verbal and written communications skills
- Compassion; ability to build rapport with current and prospective team members
- Multi-tasker with strong follow-through
- Understanding and appreciation of the mission of Habitat for Humanity

Position Requirements:

- College degree in relevant subject area
- At least three years' experience in a similar role
- Certification as a human resources professional preferred
- More extensive experience may substitute for a college degree
- Valid Florida Drivers License
- Acceptable Background check

Please send resumé to John O'Donnell at JohnO@habitat4humanity.org