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## Staff Position Description

<b>Position:</b>	Sr. HR Generalist
<b>Program:</b>	Human Resources
<b>Location:</b>	St. Paul, MN with options for remote or hybrid work
<b>Date Posted:</b>	4/5/2022
<b>Reports To:</b>	HR Director
<b>Salary:</b>	\$65,000 to \$75,000 (DOQ)
<b>Schedule:</b>	Full time, Monday through Friday, 8:00 AM - 4:30 PM (typical)
<b>Benefits:</b>	Health and dental insurance, paid time off, 401(k) Safe Harbor retirement saving plan

**Conservation Corps Minnesota & Iowa (CCMI)** is a 501(c)(3) nonprofit organization and AmeriCorps grantee that engages hundreds of youth and young adults each year in programs and initiatives that improve access to outdoor recreation, restore natural habitat, protect waterways, and respond to community needs and natural disasters. **Our mission** is to engage youth and young adults in meaningful service, leadership development, and environmental stewardship. **Our vision** is a world in which everyone has equitable access to nature, is equipped to succeed in career and life, and is empowered to make a difference in conserving natural resources. Learn more at [conservationcorps.org](https://conservationcorps.org).

**Our values** embody safety, service, respect, equity, and community. In working toward our vision, we believe that it is important we commit to the following:

- Using equity as a lens for the work we do and decisions we make
- Building a shared vision surrounding Justice, Equity, Diversity, and Inclusion goals with our partnering organizations and communities, and
- Providing an equitable training environment and high-quality programming to all our participants.

Read our full Justice, Equity, Diversity, & Inclusion statement online at: [conservationcorps.org/about/jedi/](https://conservationcorps.org/about/jedi/).

### Position Summary:

The Sr. HR Generalist is responsible for performing HR-related duties on a professional level and carries out the responsibilities in the following areas: overseeing and maintaining CCMI's compensation system, leaves of absence management, ADA and accommodations management, recruitment and talent development, performance management, employment, compliance, employee handbook maintenance and enforcement, and ensuring integrity with the Human Resources Information System (HRIS). The Sr. HR Generalist also participates in developing department goals, objectives, and systems that support staffing and daily operations.

[conservationcorps.org](https://conservationcorps.org)

**Key Responsibilities:**

- Assist in developing and implementing human resource policies and procedures. Advise supervisory staff on policy interpretation and “best practices.”
- Create and implement an on-boarding experience, ensuring all new staff and board members are familiar with Corps culture, policies, and procedures.
- Administer the organization's performance management system. Coordinate and ensure performance review process is cohesive and completed in a timely manner.
- Track benefit compliance, enrollment, and use, including the creation of yearly total compensation statements for each staff member.
- Work to standardize staff position descriptions and oversee ongoing review process.
- Review and update staff handbook and manual on an annual basis.
- Administer staff retention initiatives, including professional development fund policy management and utilization.
- Develop and implement staff training initiatives. Facilitate soft-skills and management trainings to ensure a healthy workplace culture.
- Provide support to employees in various HR-related topics such as leaves and compensation and seek to resolve any issues that may arise.
- Promote HR programs to create an efficient - workplace environment with well disseminated and transparent HR policies and procedures.
- Gather and analyze data with useful HR metrics to present to leadership and other key stakeholders.
- Administer the organization's leave of absence programs (ADA, FMLA, LTD, etc.), ensuring staff are enrolled accurately and in a timely manner.
- Ensure FLSA compliance and employee and labor regulations are aligned with Affirmative Action Plan Goals.
- Co-develop and maintain a comprehensive process to ensure the hiring needs of each program are met. Ensure EEO Compliance.
- Coordinate with the Recruitment Manager to assess human resources needs and bring selected candidates into the organization for AmeriCorps program, youth program, and full-time staff positions.
- Participate in HR department projects, teams, assigned areas of expertise and provide back-up of HR staff.
- Facilitate the interface between HR JEDI and DEI initiatives and implementation within the organization to foster a diverse and inclusive culture.

**Qualifications:**

- Bachelor's degree and at least 5 years of HR experience required
- Must have demonstrated supervisory experience to oversee HR staff and projects
- Working knowledge of compliance and employment/labor laws
- Experience with HRIS, Applicant Tracking, Time and Labor, and CRM systems
- Excellent communication, problem-solving, and people skills
- SHRM-CP, SHRM-SCP, or similar certification preferred

**Effective 1/4/2022, CCMI requires all employees and AmeriCorps members to be fully vaccinated for COVID-19 OR provide a weekly COVID-19 test.**

*While this position description describes the general nature and level of work being performed, it is not an exhaustive list of all responsibilities, duties and skills required. All positions at CCMI may require duties outside of normal responsibilities.*

**conservationcorps.org**

*CCMI is an Equal Opportunity Employer and is committed to creating an inclusive environment that values the diversity of its staff and members. Employment decision with CCMI will be based on merit, qualifications, and abilities. CCMI does not discriminate in employment opportunities or practices based on race, color, creed, religion, sex, national origin, age, disability, veteran status, military service, union membership, marital status, familial status, sexual orientation, gender identity, status with regards to public assistance, genetic information or any other characteristic protected by law.*

*Women, minorities, and people with disabilities are strongly encouraged to apply.*

**How to Apply:**

Qualified candidates should apply by sending a resume AND cover letter to [HR@conservationcorps.org](mailto:HR@conservationcorps.org). Please include **Sr. HR Generalist** in the email subject line.

**conservationcorps.org**

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