

## Human Resources Generalist or Junior Generalist

NEO Philanthropy is looking to expand our Human Resources team with a generalist to support Human Resources functions for a growing staff that is currently over 140 employees across 40 programs in 22 states. The role will be particularly focused on leading day-to-day benefits administration of a robust wellness package and supporting employee questions around policies, systems, and practices.

NEO is a growing nonprofit whose mission is to build capacity for social justice projects and organizations so they can have greater impact in the movement. Through our Fiscal Sponsorship and Donor Services work, NEO provides Operations support so project staff can focus on their critical programmatic work, including in the areas of Human Resources, Financial Management, Grants Management, and Communications. We work with our projects as partners, collaborators, advisors, and fans.

NEO also leads large-scale collaborative grantmaking funds to promote immigrant rights and civic participation, and manages donor advised funds with social justice objectives and values.

This position will report to the Human Resources Manager and work out of our New York City office. The title for the role will depend on the experience level of the final candidate. Since this is a new role for the department, we are open to making it work for the right person, either with room to grow into the position for someone more junior or with the opportunity to be a key thought partner for someone on the more senior end of our range.

### Responsibilities:

To grow our Human Resources team, we need a professional that is knowledgeable and skilled in a variety of HR functions and excited to learn more about the functions that they don't have experience in currently. This role will provide high touch support to a diverse range of project staff with different needs. As the first point of contact for many staff questions, the Generalist should be skilled at translating sometimes complex information into easily digestible materials and communications to staff with different levels of familiarity with our policies and plans.

The ideal candidate would be someone who is flexible, adaptable,

- Benefits
  - Lead on the day-to-day benefits administration for a robust benefits package.
  - Answer staff questions around benefits, coordinating with our broker, carriers, and HRIS when needed.

- Lead monthly new hire orientation for new staff.
- Work with the Human Resources Manager on the Open Enrollment processes.
- Develop materials and resources to better support current staff's knowledge of our benefits package and promote our offerings to potential new projects.
- Human Resources Administration
  - Act as first point of contact for staff questions.
  - Perform HR admin tasks, such as employment verifications, HR file management, I-9 administration, and employment law compliance support, including posting notices and keeping up to date with changes to state and federal laws.
  - Support Onboarding & Offboarding process.
  - Support HRIS implementation and management.
  - Coordinate trainings and opportunities for staff, including benefits information sessions, professional development opportunities, employee engagement efforts, and Diversity, Equity, and Inclusion working group recommendations.
  - Support performance review process.
  - Track annual professional development funding.
  - Work with Human Resources Manager and Chief Operating Officer around ad hoc HR projects.

**Qualifications:**

- 3-5 years of professional working experience in Human Resources, including experience with benefits administration and fielding questions from staff.
- Strong verbal and written communication skills.
- Strong relationship management skills and the ability to appropriately manage-up with different stakeholders.
- Comfortable with technology and workflow systems, including HRIS and digital file management systems, like Dropbox.
- Excellent project and time management skills.
- Responsive and engaged working style that is customer service oriented.
- Adept at working in a fast-paced environment.
- Committed to continuous improvement and a culture of learning.
- Solutions-focused problem solver, whose responsive and team oriented.
- Excellent judgement.
- Mission-driven and passionate about social justice and nonprofit work.

**Preferred:**

- Experience doing HR across multiple states.
- Experience working at an organization that uses a Healthcare Reimbursement Account (HRA).
- Experience with facilitating trainings or giving presentations.

**How to Apply:**

Interested applicants should send an application that includes a resume, cover letter, and pay requirements to: [jobs@neophilanthropy.org](mailto:jobs@neophilanthropy.org). Please include "HR Generalist/Junior Generalist – [name]" in the subject of your email. No phone calls please.

**Start date:** As soon as possible.

**Compensation:**

NEO offer a competitive salary and a robust benefits package, which includes medical, dental, vision, life, long term disability, and pet insurance. We also administer FSA, Commuter benefit, and 401k retirement plans and have generous Paid Time Off and an Employee Assistance Program (EAP).

**Hiring Policy:** NEO Philanthropy is an equal opportunity employer. We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, gender identity or any other legally protected status. Only those whose applications are being considered will be contacted.