



justice, hope & safety

**Job Description
Part-time Human Resources Generalist
October 2022**

The Political Asylum/Immigration Representation Project is the leading provider of *pro bono* representation to low-income asylum-seekers and immigrants unjustly detained in Massachusetts.

Job Title: Human Resources Generalist

Reports To: Executive Director

Position Status: Part-time (approximately 20 hours per week); Exempt

Position Description

The Human Resources (HR) Generalist will provide HR management support to the organization, which is currently a staff of 20 employees, and provide excellent customer service in support of PAIR's mission. Working closely with the Executive Director, the HR Generalist will ensure compliance with PAIR's HR policies, gather and analyze data and make recommendations for changes to employee compensation and training. The HR Generalist is the subject matter expert regarding the organization's employee-related policies and practices and ensures compliance with labor and employment laws. This position is the primary contact for the recruitment, interviewing, hiring and onboarding of all new staff, approximately 2-3 staff a year. As needed, the HR Generalist would also support staff separation and offboarding.

The HR Generalist will work with the Executive Director to ensure an inclusive and welcoming environment for all individuals regarding diversity and inclusion, which may include geography, race, ethnicity, socioeconomic status, immigration status, veteran status, familial status, sexual orientation, gender and gender identity/expression, age, ability, and religion. Utilizing a racial equity lens in the performing duties is critical to the success of this position.

The HR Generalist will work under the supervision and direction of the PAIR Executive Director to conduct the following activities:

Ongoing - Staff Recruitment

- Implement procedures for sourcing and recruiting potential applicants for open positions at PAIR and, working with management, identify what barriers may be present that are hindering the acquisition of diverse talent at all levels of the organization.

- Develop relationships and community networks to expand connections that are needed to reach a diverse candidate base.
- Assist PAIR management and the hiring committee with interviews as needed.
- Annual review and update of PAIR’s hiring guide and rubric; ensure ongoing implementation of inclusive hiring practices, including job descriptions, consistent interview questions, etc.
- Work with Executive Director to process candidate background and reference checks; prepare offer letters

As Needed - Onboarding/Separating

- Annual review and update of PAIR’s onboarding checklist
- Communicate onboarding timeline with PAIR staff and ensure they are prepared to welcome and onboard new employees
- Support new PAIR staff members by reviewing onboarding checklist with new employees, including providing and collecting all forms and benefits, timekeeping system, policies (I-9, W-4, etc.), staff “meet and greets”
- Work with management to ensure all required internal documents are completed in preparation for employee first day (i.e. e-mail, staff contact, phone, computer, etc.)
- Welcome new employees and facilitate orientation
- Annual review of separation procedure
- Review separation checklist with departing employees, ensure knowledge transition/transfer, conduct exit interviews, and collect PAIR property (laptop, keys, etc.)
- Supporting employee separation/termination, providing required notices related to unemployment, COBRA, and final pay.

Ongoing - Training

- Supporting staff professional development by identifying and assessing training needs through engagement with employees, and consultation with managers and supervisors
- Offer specific training to help employees and management maintain or improve job skills
- Collect feedback on training sessions from staff to use for future improvements to content and presentation

Ongoing - HR Administration

- Benefits administration at PAIR: health, dental, vision, 403(b) retirement plan
- Oversee pay practices to ensure compliance with relevant wage/hour laws
- Respond to concerns about unlawful conduct, including EEO, harassment, etc.
- Review PAIR staff benefits, receive and respond to staff inquiries, ensure benefits are competitive
- Manage absence policies (e.g., MA PFML, FMLA, PTO)
- Regular review of HR/Handbook and Compliance Policies, including implementing changes and communication to staff
- Respond to staff concerns (formal and anonymous)
- Work with Directors to conduct annual performance review, develop communication to staff including corrective action, work with staff who require corrective action, address staff feedback
- Train Directors who provide performance evaluations/feedback, including documentation, managing PIP, and reviewing performance documents with staff
- Other duties as assigned

Qualifications:

- Bachelor's degree in Business Administration, Human Resources or related field
- 5-7 years of human resources experience minimum or any similar combination of education and experience
- PHR or SHRM-CP certification preferred
- Ability to collaborate, create, and cultivate relationships at multiple levels utilizing meaningful communication
- Excellent problem-solving, conflict resolution and analytical skills
- Willingness and commitment to engage in and dedicate time to developing personal cultural competency
- Demonstrated ability to work and communicate effectively with people of diverse backgrounds
- Passion and commitment to building an inclusive and equitable work environment
- Ability to meet deadlines and adapt to frequent changes
- Ability to take initiative and to work both independently and as part of a team
- High level of confidentiality
- Knowledge of HR practices and familiarity employment laws
- Experience working with third party payroll companies preferred
- MA residency required; PAIR currently offers a hybrid work model subject to change
- Cultural sensitivity and ability to relate well and effectively in a diverse workplace with a diverse client population is required.
- Ability to establish and maintain a positive and professional relationship with co-workers, clients, and community service providers.

Salary is commensurate with experience.

Benefits: PAIR offers generous benefits including paid time away, medical, dental, and vision, short- and long-term disability, flexible work options, retirement, and professional development opportunities.

Hours: Approximately 20 hours per week

PAIR is an Equal Opportunity Employer committed to inclusive hiring and dedicated to diversity in both its staff and work. Black, Indigenous, and People of Color (BIPOC), immigrants, women, and LGBTQ+ candidates are strongly encouraged to apply. Nominations or applications, including a cover letter, resume and 3 references, should be sent to career@pairproject.org.

Please no inquiries or phone calls.

Applications will be accepted on a rolling basis until the position is filled, and applicants selected for interviews will be duly notified.