

Human Resources Generalist

Are you interested in a position that will make a difference in your life and the lives of others? Community Teamwork Inc. is a private non-profit organization with over 400 employees dedicated to reducing barriers and creating opportunities for low income individuals and families.

In addition to fully utilizing your skills CTI offers opportunities for continued professional development and career growth. Great teams, a competitive salary and well above average benefits including a generous contribution to employee 401k plans make CTI a highly regarded employer.

We are seeking a Human Resources Generalist to assist with the day to day administration of policies and procedures, with a primary focus on employee recruitment. This position will play a critical role in ensuring we are hiring the best possible talent by providing organizational leadership and training on best hiring practices. The HR Generalist will manage the entire life cycle of recruiting and staffing throughout the agency. They will work with hiring managers to develop position specific recruiting plans, create and update job descriptions, assist with the creation and implementation of an agency wide wage and salary plan, conduct research and perform special projects. They will ensure that the agency complies with federal, state and local regulatory requirements and will advise management on legal requirements as they pertain to Human Resources.

Successful candidates will have a Bachelor's Degree, 5 plus years of Human Resources experience with a focus on Recruitment/Talent Acquisition required. HR certification or PHR preferred. Solid understanding of HR content areas, experience with HRIS applications with ADP preferred, demonstrated delivery of employee training, solid understanding of employment law and compliance, demonstrated Project Management skills, excellent communication and interpersonal skills, strong leadership skills. Bilingual (English/Spanish) strongly preferred.

This is an exciting opportunity to become an integral member of an innovative, outcome focused team in an organization committed to excellence.