



Job Description

Position Title:	Human Resources Generalist
Reports to:	Executive Director
FLSA:	Exempt
Department:	Administration
Classification:	Staff
Salary Range	\$48,000-\$54,000
Date:	September 2021
Preterm's mission is to advance reproductive health and justice by providing safe, respectful, and accessible abortion and sexual healthcare. Abortion is essential to bodily autonomy and gender equity for all people. Providing abortions is a deeply caring and revolutionary act that is part of dismantling oppression and stigma.	

Position Summary

The Human Resources Generalist coordinates Human Resources functions across the organization to implement best practices and ensure that policies and procedures are maintained and updated accurately. Manages employee benefits and supports the leadership team in maintaining an organizational culture in alignment with Preterm's values. This job will be a full time, 40 hr. per week position and pays \$48,000-\$54,000. We would like to start this position by mid-November. This position reports to the Executive Director.

Benefits include: health insurance including medical, prescription, vision, dental, and life insurance, generous paid time off, 12 paid holidays, paid parental leave benefits, 403b with 6% match, self-care bonus

Duties and Responsibilities

- Work with leadership team to develop consistent job descriptions, review and suggest updates using an anti-racist/anti-oppression lens. Ensure job descriptions and postings are up to date and accurate; create job postings from job descriptions
- Assist with the recruitment process for all open positions such as posting jobs, screening applicants, scheduling interviews, managing interview process, following up with candidates, managing rejections. Maintain all pertinent applicant and interview data.
- Post openings utilizing multiple, diverse sources including the internet and social and professional networking sites to identify and source candidates.
- Perform employment verification and reference checks on selected applicants
- Manage and process all new hire paperwork, retain proper and accurate HR files on all employees; prepare employee files.

- Administer and coordinate the day-to-day processing of benefit programs including new employees, changes, terminations, insurance claims and disability, keeping all tracking and records up to date.
- Interpret, assist, and advise employees and managers regarding leave management and benefits, any HR procedures, and policies within specified guidelines in a manner that respects confidentiality and holds space for sometimes difficult subject matter.
- Coordinate open enrollment, acting as the liaison with the benefit providers, providing timely information as requested and manage enrollment form processes for all employees.
- Conduct orientation for new employees signing up for benefits and process enrollment, prepare and distribute written and verbal information to inform employees of benefits programs, changes to participants, wellness events and special employer sponsored activities. On-board new employees on employment, systems, and organizational information.
- Organize and maintain HR records, electronic and paper, ensuring complete accuracy and confidentiality.
- Process documentation and prepare reports relating to employment activities (staffing, recruitment, training, grievances, performance evaluations, etc.)
- Assist managers in approving employee pay, entering deductions, reimbursements, and submitting biweekly accurate payroll for final approval in a timely manner.
- Provide reference check inquiries for new hires and reference check information for current employees seeking other employment.
- Conduct off-boarding and exit interviews for out-going employees. Set up COBRA benefits, close out 403b transfers, and facilitate benefit wind-downs.
- Assist credentialing providers with insurance companies by completing forms as required.

Please note this position description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this position. Duties, responsibilities, and activities may change at any time with or without notice.

Values and Behaviors

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|-------------|-----------------------------------|
| 1. Respect | 4. Feminism and intersectionality |
| 2. Autonomy | 5. Excellence with integrity |
| 3. Empathy | 6. Intentional stewardship |

Candidate Requirements

1. Commitment to reproductive justice and Preterm's mission.
2. Must be highly organized and detail-oriented, with a high level of initiative and ability to work independently.
3. Must possess excellent written and verbal communication skills with a high level of computer literacy.

4. Ability to use a personal computer and proficiency in MS Office [Outlook, Excel, Word] or similar software is required.
5. Commitments to confidentiality, discretion, trauma-informed HR practices, and equity

Education and Experience

- Degree: High school or equivalent required.
- Licensure, Certification, and /or Registration: Human Resources certification preferred
- Working understanding of human resource principles, practices, and procedures
- At least 5 years of overall professional experience; ideally at least two years of experience in a healthcare setting or Human Resources or People Management role
- Experience handling highly confidential work with discretion.
- Service mindset, helpful attitude, dependable, trustworthy, and team oriented.
- The ideal candidate is detail oriented, organized, empathetic, and punctual.
- Ability to stay centered when individuals are stressed or upset.
- Technology savvy with experience utilizing HR software, Microsoft Office.
- A successful track record in setting priorities; keen analytic, organization and problem-solving skills which support and enable sound decision making
- Excellent communication and relationship building skills with an ability to prioritize, negotiate, and work with a variety of internal and external stakeholders.
- Well-developed written communication skills.
- A multi-tasker with the ability to wear many hats in a fast-paced environment

Working Conditions

- This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, and filing cabinets.

Physical Requirements

- While performing the duties of this job, the employee is regularly required to talk and hear in person, on the telephone, and via web conference. Visual acuity adequate to perform job duties, including reading information from printed sources and computer screens, is necessary. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. Preterm's building has ADA accessible bathrooms, office space, and an elevator.

To apply please submit your resume and cover letter to jmooreconrow@preterm.org

At Preterm, we believe that a diverse, equitable, and inclusive workplace makes us a more relevant, more creative, and more resilient organization. We encourage people from all backgrounds, ages, abilities, and experiences to apply. We are an equal opportunity employer. We do not discriminate on the basis of race, color, ancestry, religion, national origin, sexual orientation, age, citizenship, marital or family status, disability, gender, gender identity or expression, pregnancy or caregiver status, veteran status, or any other legally protected status. We will ensure that individuals with disabilities are provided reasonable

accommodations to participate in the job application and interview process, to perform essential job functions, and to receive other benefits and privileges of employment.

A Note to Potential Candidates:

Studies have shown that women, trans, non-binary folks, and BIPOC are less likely to apply for jobs unless they believe they meet every single one of the qualifications as described in a job description. We are committed to building a diverse and inclusive organization, and we are most interested in finding the best candidate for the job. That candidate may be one who comes from a background less traditional to our field of work, and that's okay. We would strongly encourage you to apply, even if you don't believe you meet every one of the qualifications described.