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| **JOB DESCRIPTION** |

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| **Job Title:** | HR Generalist | **Company:**  | Greenleaf Family Agency |
| **Location:** | Akron, OH  | **Travel Required:** | No  |
| **On-Site/Remote** | On-site | **Position Type:** | Exempt |
| **Reports To:** | CEO | **Supervises:** | N/A |
| **Position Summary**The HR Generalist will enhance, and strengthen organizational performance, culture, and overall employee engagement. In this role, the HR Generalist will support day-to-day operations, covering the full spectrum of HR responsibilities. These include but are not limited to supporting talent acquisition and retention, new hire orientation and onboarding, benefits oversight, performance management, training and development, policy and procedure administration, employee relations and employment law compliance. This role requires a strategic mindset, detail-orientation, and ability to demonstrate a strong hands-on approach to the work in service to the mission of the orgainization. This position reports to the CEO and is a member of the Leadership Team.  |
| **Required Qualifications*** Bachelor’s degree in human resources, HR Management, HR Development, or Business related field
* 3+ years Human Resource generalist experience, preferably in a non-profit organization.
* Proficient in Word, Excel, Outlook, PowerPoint, Teams.
* Demonstrate appropriate professional behavior using a high degree of integrity and diplomacy in working with others. Tactful, empathetic, and able to maintain confidentiality.
* Proficient in preparing and executing effective communication strategies, both verbal and written to internal and external stakeholders.
* Ability to work effectively and patiently with a diverse group of individuals.
* Commitment to organizational mission and service to the community.

**Preferred Qualifications*** HR Certification (SHRM or HCI)
* Experience with an HRIS application or related software desirable, preferably Paycor.
* Knowledge of local, state, and federal labor laws
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| Full job description and to apply: <https://www.greenleafctr.org/career-opportunities>  |