



Title: Human Resources (HR) Generalist

Reports to: Executive Director

Starting Salary - \$60,000

EMBARC BACKGROUND

Embarc's mission is to cultivate post-secondary success by inspiring students to build their social capital, stretch the boundaries of their neighborhood, alter their world view, and seize opportunities in school and life. Embarc is regarded as one of the most exciting nonprofits in Chicago that specializes in combining a robust 3-year curriculum with immersive, hands-on learning experiences that connect students to multiple sectors of the Chicago community to drive academic skills and close the opportunity gap.

Since inception in 2010, Embarc has served nearly 10,000 students who have achieved an average 95% graduation rate and 90% overall postsecondary success. Embarc has grown from serving 25 students in 2010 to nearly 4,000 students in the 2022-2023 school year in 18 high schools across Chicago Public Schools (CPS).

POSITION OVERVIEW

Embarc is looking for a dynamic leader to join its team.

The HR Generalist holds a comprehensive knowledge of HR topics that allows them to confidently support the Embarc Team in a variety of needs. The HR Generalist is a strong communicator, a solutions-oriented problem solver, and an empathetic listener with excellent interpersonal skills. This role balances daily management of recruitment and selection, administration of benefits and leave, compliance with organizational policies, with understanding the needs of the team in relation to training and diversity, equity and inclusion.

The HR Generalist will support the Embarc team consisting of 30+ full time staff.

KEY RESPONSIBILITIES

I. Hiring and Recruitment

- Facilitate hiring process using Embarc's hiring model and with a lens for equitable hiring practices
- Create and maintain hiring documents including job descriptions, screening documents, interview protocols, etc.
- Create and maintain updated versions of offer letters for new team members and serve as the communication liaison for all portions of the hiring process

II. Onboarding and Offboarding

- Provide clear and open communication with all new employees or with employees who are transitioning away from employment at Embarc
 - Provide, collect, and document all new employee paperwork
 - Create a plan for a clear and positive onboarding experience for new employees and utilize Embarc practices to ensure that new employees feel welcome and ready to begin employment
 - Facilitate all offboarding processes including exit interviews, offboarding paperwork, benefits cancellation, COBRA enrollment, etc.
 - Create, maintain, and document all separation letters for employees who are transitioning away from employment at Embarc
 - Provide a positive offboarding experience for anyone leaving Embarc
 - Create and maintain all current and former employee files
- III. Employee Benefits Enrollment and Maintenance**
- Work effectively as the communication liaison between all benefits brokers and the Embarc Team
 - Provide all necessary information related to benefits enrollment, renewal, cancellation, or updates to all Embarc team members in a timely manner
 - Collaborate with the Director of Finance to ensure that all details are accurately recorded and tracked in the appropriate areas for all benefits
 - Provide Executive Director with a timeline for necessary updates and maintenance of benefits processes and documentation
 - Manages any employee needs related to short or long term leave of absence
- IV. Employee Relations**
- Provide a caring, unbiased, and empathetic space for all employees to go for problem solving needs, conflict resolution, etc.
 - Provide any necessary mediation or intervention in the event of employee conflict
 - Utilize current and best practices in conflict management to address any employee needs
 - Attends and participates in employee disciplinary meetings, terminations, and investigations
 - Manages employment-related inquiries from applicants, team members, and supervisors, referring complex and/or sensitive matters to appropriate team members.
- V. Compliance**
- Ensure Embarc's employee handbook reflects compliance with labor, local, and state requirements (with employees in multiple states) as well as reflects Embarc's culture.
 - Ensures all of Embarc's policies are up to date and comply with labor, local, and state requirements and are written with an equity lens
 - Manages all employee training that is necessary for state, local, or work-related compliance
 - Stays current on employment laws and communicates any necessary changes to the Executive Director
- VI. Diversity, Equity, and Inclusion (DEI) Council Facilitator**
- Schedule and support facilitation of Embarc's DEI Council
 - Advise the DEI Council on their decisions and their processes for completing tasks throughout the year
 - Support the recruitment process for the DEI Council

SKILLS, EXPERIENCES, COMPETENCIES

- Minimum 2-3 years working experience in HR
- Preferred: experience with Paychex platform
- Preferred: fluency with Google platform
- Preferred: experience selecting, managing, and working with external HR and benefits advisors
- Excellent verbal and written communication skills.
- Excellent interpersonal, negotiation, and conflict resolution skills.
- Excellent organizational skills and attention to detail
- Excellent time management and prioritization skills with a proven ability to meet deadlines
- Strong analytical and problem solving skills
- Ability to act with integrity, professionalism, and confidentiality
- Love of and for people and desire to create a working environment that is daring, employee-centric, collaborative, transparent, and passionate.
- Current knowledge of employment-related laws and regulations.
- Excellent time management, problem solving skills and strategic thinking
- Solid analytical and decision making skills
- Accuracy and attention to detail
- Leadership abilities

TO APPLY

Interested candidates should submit a resume and cover letter as a single .pdf to careers@embarcchicago.org to be considered. Only candidates who are being moved forward to consideration should expect a personal reply from Embarc.

Embarc is an equal opportunity employer. Embarc evaluates applicants for employment on the basis of qualifications, merit, and work related criteria without regard to race, color, religion, sex, national or ethnic origin, age, sexual orientation, mental or physical disability, pregnancy, childbirth, medical condition, marital or familial status, family responsibilities, veteran status, personal appearance, political affiliation, matriculation, or any other characteristic protected by law. All applicants will receive consideration for employment regardless of such status.

Please note all offers of employment are subject to and contingent upon the successful completion of a background check.

APPLICATION PROCESS

When applying for employment at Embarc, candidates should expect to participate the following process:

- Phone interview - 30 minutes
- Work sample request with 5 business day turnaround time
- In person interview - 60 minutes
- Field experience or collaborative team activity - 60 or 90 minutes
- Reference check

We reserve the right to add to this process at our discretion depending on the position and the number of applicants.