



Title: Part-Time HR Generalist

Department: Administration

FLSA Status: Exempt, Part-Time

Reports to: President & Executive Director

Hours per Week: 20

Compensation Range: \$40,000-50,000

Who We Are:

Founded in 1981, Wellspring House Inc. is a leading non-profit organization with programs extending throughout the 20 cities and towns of Massachusetts' North Shore region. Our mission is to inspire families and adults to achieve employment and financial stability through stable housing, education, job training, and career readiness.

Job Description Summary/Responsibilities:

The Part-Time HR Generalist is responsible for managing HR functions, including employee onboarding, compensation and benefits administration, policy implementation, reporting to unemployment and different state offices, and personnel file management. Bonus skills include knowledge of information technology systems.

Roles & Responsibilities:

- Provide leadership and oversight of personnel functions, including employee onboarding, compensation, benefits, personnel files, and job postings.
- Coordinate employee onboarding, including I-9, CORI/SORI, benefit selection, etc.
- Process payroll.
- Manage Personnel Files.
- Review all benefits annually and make recommendations for possible changes based on pricing and offerings available.
- Serve as point of contact for the organization's SIMPLE IRA plan and issue mandated notices annually.
- Work with the COO and the external HR Consultant to update employee guidebook and performance review process as needed.
- Work with the Executive Director on salary analysis annually and as needed.
- Work with the Accountant as needed.
- Other duties as assigned.

Note: Wellspring's external HR contractor, Integrated Human Resources, is responsible for employee relations issues, including working with Department Directors and Supervisors on performance concerns and disciplinary action.

The key role of the PT HR Generalist is to support the Organization's HR needs. Some Information Technology Resources support will be a bonus.

Required Qualifications:

- Bachelor's degree in human resources, Business Administration, or relevant field.
- Experience in HR systems.
- Proficient IT (Information Technology) skills, including Microsoft Office Suite and Microsoft 365.
- Strong project and vendor management skills.
- Ability to lead change effectively.
- Results-oriented with strong written and verbal communication skills.
- Sound decision-making abilities in a fast-paced environment.
- Experience in developing and delivering organizational learning experiences.
- Strategic thinking skills with the ability to translate goals into action plans.
- Strong interpersonal skills to establish credibility with stakeholders.

Location and Schedule:

Wellspring's home office is at 302 Essex Avenue in Gloucester, MA. This position is based out of Wellspring's Gloucester office, with the possibility of some hybrid work. Wellspring is reachable by public transportation.

Application Process:

Wellspring is currently accepting applications until the position is filled. Please send your resume and cover letter via email to: jobs@wellspringhouse.org. In the subject line, write your name and the position title. We will review all submissions, identify candidates, and contact ONLY those individuals selected to continue in the search process. No phone calls please. Wellspring is an Equal Opportunity Employer that is committed to creating an inclusive organization. We actively seek a diverse pool of candidates for this position.