



Wellspring House, Inc.

Title: Part-Time HR Generalist

Department: Administration

FLSA Status: Non-Exempt, Part-Time

Reports to: Chief Operating Officer

Hours per Week: 20-30

Salary Range: \$31 - \$34 per hour

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. The key role of the PT HR Generalist is to support the Organization's HR needs.

WHAT WE SEEK:

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.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Under the supervision of the COO, 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.

- Provide support in the payroll process and prepare oversee timecard verification process and updates in MassPay (Wellspring's payroll system).
- Communicate with MassPay's representative as needed for updates to the system and inquiries.
- Manage Personnel Files.
- Manage paid family medical leave
- Review all benefits annually and coordinate open enrollment with our benefits vendor
- Serve as the point of contact for the organization's SIMPLE IRA plan and issue mandated notices annually.
- Schedule annual HR training and facilitate collecting attendee documentation
- Work with the Accountant as needed.
- Coordinate the implementation of HR programs, events, and trainings.
- Communicate with staff about payroll, benefits updates, and other HR-related topics.
- 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.

Job responsibilities may change as the needs of the organization change.

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.

WORK ENVIRONMENT, LOCATION, AND SCHEDULE

The physical demands and work environment described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with different abilities to perform essential functions.

This role routinely uses standard office equipment such as computers, photocopiers, phone, and scanners. Remote work is conducted via telephone, ZOOM, Google Classroom, Google Meet, and other platforms.

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. When working remotely, employee must be able to participate in online virtual communication including email, video conferencing, and other online tools used to facilitate a hybrid office culture and work sharing.

COMPENSATION

The salary range for this position is \$31-\$34 per hour, commensurate with experience and skills. Employees at Wellspring House working 30 hours or more per week are eligible for medical, dental, and life insurance. This position is eligible to participate in a SIMPLE IRA retirement savings plan with matching contributions of up to 3% gross income. Wellspring House also offers paid holidays, accrued vacation time, and other benefits.

APPLICATION PROCESS

Wellspring is currently accepting applications. When the position is filled, this job posting will be removed. Please respond directly to the job posting on Indeed. You may also 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.