



# Job Announcement

**Job Title:** Human Resources Generalist

**Reports To:** Executive Director

**Status:** Full-time exempt employee

**Salary/Hourly Wage:** \$55,000-\$65,000 (\$28.65-\$33.85)

## About REAP, Inc.

For the past 20 years, REAP has been working at the edge of the demographic change we now see all around us. REAP is “the United Nations” of youth empowerment in our community. Working in the schools and in community venues, REAP provides students a window into their future; elevates student voice; empowers student leaders with a global mindset; develops innovation toward entrepreneurship; and engages students in cooperative management.

Most recently, REAP has been focusing on Northwest Oregon school communities with significant numbers of families in challenging economic circumstances, and non-English speaking families. REAP now attracts the engagement of more than 1,000 students each year in its programs. REAP forms partnerships with their schools, and with community organizations, public agencies, businesses, professional groups, and whole industries.

## About this position

The Human Resources Generalist, working at REAP’s office in outer NE Portland, will take primary responsibility for overseeing the human resources functions at REAP and ensuring the organization is engaged in employment practices that are consistent with applicable laws and regulations, reflective of best practices, and, importantly, that promote the culture of the company. Areas of responsibility include advancing the employee culture, recruitment and on-boarding of new employees, training and development, compensation management, employee benefit administration, assuring appropriate maintenance and confidentiality of employee information, regulatory compliance related to employment, workplace safety and employee health and well-being, and internal communication regarding workplace issues.

## Duties to be Performed

- Process organization payroll and serve as liaison to ADP TotalSource for open enrollment for benefits
- Responds to benefits inquiries from managers and employees on plan provisions, benefits enrollments, status changes and other general inquiries.
- Resolves employee concerns related to health plans functioning as liaison with ADP TotalSource.
- Evaluate and recommend improvements to HR policies and procedures continually to meet the needs of the HR department and ensure compliance.
- Communicates proactively and works with management to resolve employee concerns and issues and identify administrative needs that occur on a routine basis.
- Coach and advise employees regarding HR programs, policies and procedures.

- Support management and executive staff with staff performance evaluations
- Processes and administers all leave-of-absence requests and disability paperwork: medical, personal, disability and OFLA/FMLA.
- Maintains employee related databases; prepare and analyze reports needed to carry out the functions of the HR department and organization.
- Work with Directors and Managers to develop, manage and finalize organization job descriptions.
- Participate in recruitment, selection and new hire processes to include writing job announcements, posting employment opportunities to internal and external websites, application screening, pre-employment testing and new hire orientation.
- Conduct local, regional and national people searches, as applicable, to find highly qualified job applicants. Participate in job fairs, college fairs and other networking events appropriate for promoting REAP job opportunities.
- Oversee employment verifications and employment department inquiries.
- Support general administrative priorities as needed
- Support executive staff with board communication and presentations as needed.

**Qualifications (Required)**

- Bachelor’s degree in Human Resources or any combination of work experience with management responsibilities and HR coursework or certification.
- Demonstrates skills in implementing organizational training and development programs.
- Proven effective interpersonal skills with the ability to interact with all levels and cultures of people.
- Exemplifies excellent presentation skills to include individual, small and large group formats.
- Demonstrates excellent writing skills to include punctuation and grammar.
- Computer skills to include MS Word, Excel, PowerPoint, Outlook and Google Apps.
- Ability to analyze, interpret and summarize data, trends and statistics.
- Ability to prioritize, multi-task, and stay focused in a busy office environment.

**Further Qualifications (Desirable)**

- Interest and experience in the non-profit education, youth development, or human service sectors

**REAP Values and Work Environment**

The REAP staff works together in a distributed fashion, due to our program work taking place in school settings. REAP staff are flexible, enthusiastic, and committed to the mission, but may not see each other in the organization’s office as often as the staff of most groups. The person in this position will work in the office more than most other staff members, but needs to be relatively self-sufficient and a self-starter.

REAP values equity and inclusion and is an equal opportunity employer. We celebrate cultural diversity and encourage qualified candidates of all backgrounds, abilities, and orientations to apply. REAP offers great benefits including medical, dental, vision, long term disability, life, generous paid time off, and more.

**Application Guidelines/Contact:**

Please submit a cover letter and resume in PDF format to Mark Jackson, Executive Director, at

[markj@reapusa.org](mailto:markj@reapusa.org). Applications will be reviewed upon receipt and in-person interviews will be scheduled on a rolling basis until the position is filled. Those invited to interview will be asked to provide a writing sample. Applications will be accepted until the position is filled.

Thank you for your interest in REAP! (Look us up at [www.reapusa.org](http://www.reapusa.org).)