



**Title:** Human Resources Generalist (Non-profit)

**Job Location:** All Stars Project of Dallas, National Staff

**Status:** Full Time Non-Exempt

**Reports to:** Chief People Leader

*Do you want to work in a **creative environment** where you'll be challenged and inspired?*

*Are you looking to make an **impact** on youth and poor communities by **developing** the skills and careers of the people you work with?*

*Become a part of our **growing** national non-profit team whose **purpose** is to bring out the **All Star** in everybody.*

### **Job Summary**

The Human Resources Generalist is a key team member of a national non-profit, who partners with the Chief People Leader (CPL) in identifying, interviewing, onboarding and supporting the development of the All Stars Project (ASP) staff. Our team currently consists of 45-55 full and part time staff in five US locations. The HR Generalist coordinates and assists with human resource activities in the areas of administration (including benefits administration), recruitment and hiring, onboarding, employee relations, training and development, performance management and compensation. This position requires excellent communication and administrative skills. The ideal candidate will be energetic, entrepreneurial, and eager to grow and to improve our non-profit staff community and the working environment.

### **Job Responsibilities**

#### *Administration*

- Maintain accurate employee records including employment status, payroll, paid time off and benefit enrollment.
- Manage the administration of all employee benefits. This includes enrollment and termination of coverage, benefit orientation to new employees, open enrollment, and resolving employees' benefit questions.
- Maintain employee files and records including: Employment information, HRIS information, I-9 compliance; exit interviews; employment verification. Includes integrating HRIS to cloud-based platform.
- Manage inventory of supplies, forms, policy manual, and other HR materials.
- Research state and federal laws relevant to employment policies and/or benefits for operations in New York City, New Jersey (Newark), Chicago, Dallas and San Francisco.
- Maintain up-to-date organizational charts for the organization.

#### *Performance Management & Staff Development*

- Coordinate mid-year and year-end performance review process for all staff.
- Assist the CPL in developing reports for yearly compensation review. This includes reports for the Compensation Committee of the Board of Directors.
- Support and participate in advancing succession planning for the organization.



### *Training and Development and Employee Relations*

- Work closely with the CPL on the production of the annual staff retreat.
- Assist the CPL with staff leadership and training plans. This includes scheduling and producing trainings, workshops and meetings for staff.
- Assist with activities to strengthen staff engagement, appreciation, and morale.
- Act as point person for employees who need assistance with any employment or benefit related matters.

### *Recruitment & Hiring*

- Create and update job descriptions and recruitment plans.
- Post open positions on internal and external websites, screen resumes, and conduct candidate interviews.
- Support the scheduling and producing of interviews with CPL and hiring managers.
- Support the administration of job offers and new hire orientation meetings.
- Coordinate onboarding of new employees.
- Support staff members regarding ASP recruiting and hiring policies.
- Respond to additional requests by the Chief People Leader.

### **Qualifications**

- 2+ years experience in human resources, including recruitment.
- Excellent interpersonal skills and an ability to initiate communication at all levels of the organization, including senior management.
- Evidence of strong business acumen and excellent communication skills (oral and written).
- Discretion and sensitivity in handling confidential information.
- Excellent organizational and multitasking skills to deliver projects on time.
- Strong computer skills including MS Office suite: Word, Excel, PowerPoint, Outlook and Sharepoint.
- Familiar with cloud-based HR and recruitment platforms.
- Understanding of poverty-related issues and a commitment to creating educational and developmental opportunities for inner-city youth in outside of school contexts.
- BS/BA degree preferred.

### **About All Stars Project**

The All Stars Project (ASP) is a growing national non-profit organization whose mission is to transform the lives of youth and poor communities using the developmental power of performance, in partnership with caring adults. The ASP's afterschool programs include leadership training where young people partner with the business community to help create professional performances, hip-hop community-based talent shows, and training in theater and the arts. Founded in 1981, the ASP is headquartered in New York City, currently operates in five locations across the United States, and reaches 10,000 young people from poor communities each year. The ASP is 100% privately funded, primarily by individual donors.

### **How to Apply**

*Send resume and cover letter along with minimum salary requirements (Word or PDF format only) to [jobs@allstars.org](mailto:jobs@allstars.org).*

*Indicate "HR Generalist" in the subject line of your email for fastest consideration. To learn more about the All Stars Project, please visit our website at <https://allstars.org/>*