



Human Resources Generalist

Are you an HR enthusiast who wants to hone your skills while improving the lives of more than 300,000 Alameda County residents? Do you believe in an employee-centered approach to HR *and* possess the empathy and patience it takes to execute it effectively? Do you want to apply your passion for people operations to helping one of the Bay Area's top non-profits — and a nationally recognized leader in hunger relief — achieve its mission? If so, Alameda County Community Food Bank's HR Generalist position, might be the perfect opportunity for you!

The **Human Resources Generalist** supports all HR-related activities and functions and provides front-line customer service in the areas of recruitment, compensation and benefits, employee relations, and risk management. A critical member of our three-person HR team, they are responsible for HRIS and ATS management, payroll and benefits administration, and understanding and upholding employment laws, and organizational policies and procedures.

Under the guidance of the HR Manager, the Generalist helps to implement a human resources strategy that brings our organizational values of community, leadership, transparency, diversity and innovation to life through employee engagement and a deep commitment to customer service. The position requires a proactive, innovative and flexible HR professional who is dedicated to service-driven employee relations.

The 2016 Feeding America Food Bank of the Year, Alameda County Community Food Bank is a well-established and multi-faceted organization serving 1 in 5 Alameda County residents. We are first responders during disasters, including COVID-19. Our organization's success is built on responsiveness to our community, bold decision-making, a culture of equity and inclusivity, and an environment that embraces innovative thinking to create a healthier, more prosperous and just community *for all*. The distribution of 40 million meals annually, through partnership with 200 community organizations, is the core of our efforts — which also include nationally-recognized advocacy and outreach efforts, nutrition and wellness, research, and partnerships in healthcare and education. We have received Charity Navigator's top rating for 13 consecutive years, ranking us among the top 1 percent of charities nationwide. Please learn more about our efforts at www.accfb.org.

KNOWLEDGE, SKILLS AND ABILITIES

Required Competencies

- 2-3 years of experience in an HR or operations role in a fast-paced environment, or equivalent combination of education and administrative, social services or professional services experience.
- At least one year of experience managing full-cycle recruitment for multiple, concurrent openings.
- Must have the ability to quickly learn and achieve fluency with numerous HR related technology systems: including HRIS, ATS, and various online platforms for risk management and learning and development.
- Must have excellent organization, time-management, and task-management skills; able to manage competing priorities and remain agile in a constantly changing, deadline-driven environment.
- Superb judgment; ability to handle confidential information with great sensitivity.
- Strong interpersonal communication skills; effective listener, writes clearly and informatively, seeks clarification by asking questions, knows when to say "I don't know" or ask for help.
- Ability to interact effectively and respectfully with individuals of diverse backgrounds, experiences and personalities; adept at tailoring communication style for a range of audiences and technical abilities.
- Ability to establish credibility, trust and partnership at all levels of an organization.
- Critical thinker with highly developed planning, analytical and creative resolution skills.
- Self-directed; able to take initiative and work effectively both independently and within a team.
- Impeccable attention to detail; able to maintain precision in work product despite constant interruptions.
- Intermediate to advanced computer skills in MS Office Suite (Word, Outlook, Excel, and PowerPoint).
- Intermediate to advanced public speaking skills, experience facilitating group meeting and trainings.

Preferred Qualifications

- Bilingual in English and Spanish or Cantonese.
- Working knowledge of current federal and state laws and regulations pertaining to HR functions.
- Basic understanding of health and wellness plan architecture; open enrollment administration experience.
- Experience in a nonprofit environment with a variety of stakeholders deeply rooted community values.
- Understanding of (or interest in learning about) the role HR policy and procedures can play in creating just and equitable organizations and dismantling institutional frameworks rooted in white supremacy.
- PHR/PHR-CA or SHRM-CP designation(s) or willingness to earn certification(s).

PERSONAL ATTRIBUTES AND VALUES

- Passion, enthusiasm, focus, and creativity around Alameda County Community Food Bank's vision, mission and values of community, leadership, transparency, innovation and diversity.
- Demonstrates humility, integrity and honesty; inspires the trust of others.
- Contributes to building a positive team environment; gives and welcomes feedback; shows desire to learn and grow, both personally and professionally though this work.
- Highly motivated self-starter and a quick learner; strong work ethic with an orientation toward innovation and process improvement.
- Demonstrates respect for cultural differences and sensitivity to organizational power dynamics.
- Exhibits grace and is able to remain calm in high-pressure situations.
- Sense of humor deftly combined with a roll-up-your-sleeves, can-do attitude!

PHYSICAL REQUIREMENTS

This work is located in an office environment. Physical activities necessary in the performance of this job include the abilities to: sit and work at a computer workstation for up to five hours at a time; move throughout the Food Bank facility in performance of duties; lift and carry up to 30 lbs. on occasion; and access transportation for team errands and occasional travel to local events and meetings with external parties.

COMPENSATION AND BENEFITS

The non-negotiable starting salary for this position is \$33.64 per hour (\$65,598 annually). Regular hours are Monday through Friday, 8:30 a.m. to 5:00 p.m. (7.5 hour workday, 1 hour lunch). Our outstanding benefit package includes:

- Medical: ACCFB pays 100% for employees and 93% for dependents for our Kaiser HMO. Buy-up options to Blue Shield HMO or PPO plans are available.
- Dental: 100% employer-paid for employees and their dependents.
- Vision: Paid by employees.
- Paid time off starting at: 10 vacation days, 12 sick days, 11 holidays, and four paid early closures annually.
- Pre-tax Flexible Spending and Commuter Accounts.
- Employer-paid life, AD&D & LTD insurance, as well as buy-up options for increased coverage.
- 403(b) plan available on the first day with employer match after one year. Fully vested at three years.
- Employee Assistance Program for employees and dependents.
- Free ongoing 1:1 financial coaching and access to an interest, service fee and credit requirement-free short-term loan program after six-months on staff.

If you meet these qualifications and want to join our mission, please send your *resume and cover letter* through our Careers page located at <https://www.accfb.org/about-us/careers/>

Alameda County Community Food Bank honors our differences and is committed to creating a workplace that celebrates and reflects the diversity of our Community. Applicants who contribute to this diversity are strongly encouraged to apply. ACCFB provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, ACCFB complies with applicable state and local laws governing nondiscrimination in employment in every location in which the ACCFB has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

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