



Habitat for Humanity Tucson is searching for an experienced HR Generalist who will be responsible for applying business knowledge and human resources expertise to achieve our mission. The successful candidate will provide a wide range of HR support and advice to the leadership and will play a key role in the success of the organization by offering guidance on recruitment, terminations, performance management, and employee relations, and applying knowledge of HR best practices while facilitating positive relationships across the organization. The Generalist will promote HR programs to create a high achieving service culture.

Responsibilities and Duties

- Administer compensation and benefit plans
- Provide advice and service to management regarding performance management issues
- Oversee the talent acquisition and recruitment processes
- Conduct employee onboarding and help plan training & development
- Provide support to employees in various HR related topics such as leaves, compensation etc.
- Promote HR programs to create a high-achieving service culture
- Oversee the development and implementation of human resource policies
- Gather and analyze data with useful HR metrics
- Maintain employee files and records
- Ensure legal compliance throughout human resource management
- Payroll and HRIS database management

Education and Experience

- Bachelor's Degree in relevant field
- 3+ years' experience in HR
- Expertise in HR policies and procedures
- Sound judgement and problem-solving skills
- Customer-focused attitude, with high level of professionalism and discretion
- Understanding of payroll and benefits administration.
- HR Certification preferred

Habitat for Humanity Tucson offers an innovative solution to the crisis of affordable housing by giving a hand up, not a hand out.

We accomplish our mission by building and repairing homes in partnership with the community and local families. We value inclusiveness and win/win partnerships, respect for the dignity of each person, and a commitment to deliver a strong return on the community's investment in our work.

Our Vision is a world where everyone has a decent place to live. HabitatTucson.org