



# Job Posting

<b>Job Title:</b>	Human Resources Generalist – Range II		
<b>Reports to:</b>	Executive Director		
<b>Scheduled Hours</b>	Part-Time 20-25 hrs/wk	<b>FLSA Status:</b>	Non-Exempt/Hourly

**Kalamazoo Loaves & Fishes’ Agency Mission:**

We will feed hungry people and engage the community in the fight to end hunger.

**Position Summary:**

The Human Resources Generalist is primarily responsible for overseeing Kalamazoo Loaves & Fishes’ human resources function with direction from the Executive Director.

**Essential Functions:**

- Conducts recruitment efforts for all exempt and non-exempt personnel, including completing all pre and post hire screenings. Schedules and conducts new hire orientation for employees.
- Maintains and update job descriptions and coordinates with department directors to assess current and ongoing needs. Develops and updates annual performance reviews based on job descriptions.
- Maintains personnel, I-9, background check, and other files containing confidential or personal employee information following all local, state and federal regulations in regards to proper filing, securing, retention and disposal of such documents.
- Assists in development and implementation of personnel policies and procedures, and assists with the formatting of other department policies and procedures. Prepares and maintains employee handbook and policies and procedures manual.
- Manages employee benefits including health insurance, life insurance and 403b retirement account.
- Maintains vacation/sick time and floating holidays for employees. Assists with the payroll process
- Complies with federal, state, and local legal requirements by staying informed regarding existing and new legislation. Enforces adherence to requirements.
- Serves as lead staff member to Human Resources Committee, a committee of the KLF Board; transcribes HR Committee minutes for monthly meeting.
- Serves as member of the KLF Diversity, Inclusion, and Equity Taskforce.

**Principle Accountabilities:**

- Ability to adhere to Kalamazoo Loaves & Fishes’ mission, vision and values
- Ability to take direction and translate into action
- Ability to consistently make decisions and take actions that reflect:
  - Ethical and respectful support of staff, volunteers and external partners
  - Timely and accurate response to employee questions and concerns
  - Effective and efficient use of scheduled hours
  - Exceptional customer service and a welcoming attitude
  - Adheres to KLF’s non-discrimination policy

**Job Qualifications:**

- Bachelor’s Degree or relevant work experience
- Established work history in human resources
- Data management systems and reporting experience helpful

- Proficiency in Microsoft Office required particularly Word, Excel, and PowerPoint
- Expertise in use of MS Outlook, KLF's email/calendar, with the expectation that it will be utilized as one of the primary modes of communication both internally and externally
- Exceptional attention to detail
- Excellent time management skills; ability to manage workflow and prioritize workload
- Strong written and verbal communication, organizational, and planning skills
- Ability to work independently
- Related duties, as assigned

**Physical Requirements:**

- Requires prolonged sitting at a computer terminal
- Some bending, stooping, and stretching required
- Requires occasional lifting of 5 – 10 pounds
- Eye-hand coordination and manual dexterity sufficient to operate equipment required to complete position's essential functions
- Required to frequently talk and hear
- Required to frequently stand and walk
- Ability to manage the stress associated with frequent deadlines
- Specific vision abilities required include: close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus

**Work Environment:**

- Work performed primarily in a climate-controlled office setting
- Work is normally performed while seated with extended periods of time at a computer terminal

**Kalamazoo Loaves & Fishes' Non-Discrimination Policy:**

No person shall be excluded from KLF services, employment or volunteer participation because of ethnicity, race, national origin, age, height, weight, genetic status, gender identity, sexual orientation, marital status, economic circumstance, veteran status, physical and/or mental abilities/characteristics, philosophy/religion, or any other status that is protected by State of Michigan or federal law or by local ordinance for those jurisdictions where KLF operates.

**Equal Opportunity Employer:**

KLF is committed to fair employment practices, equal employment opportunity and to promoting diversity in its broadest definition. Equal employment opportunity means compliance with state and federal regulations as well as following those practices which promote diversity and fairness of employment opportunity. Fair employment practices mean that all employees shall have access to the various aspects of employment such as hiring, promotion, compensation, and training. It is the policy of KLF that all employees and applicants for employment share fairly in these aspects of employment.

**In order to apply for this position, please submit your resume and cover letter to [hr@kzoolf.org](mailto:hr@kzoolf.org). You may also mail or drop off your resume and cover letter to:**

**Kalamazoo Loaves & Fishes  
901 Portage Street  
Kalamazoo, MI 49001**