



Human Resources Generalist – Leave Replacement

Join our team at the Multi-Service Center (MSC) and make a meaningful impact on our local community. Our mission is to build a future without poverty by creating pathways to help, hope, and dignity for our neighbors. At MSC, we believe that diversity, equity, and inclusion make us a stronger team to achieve our goals. By joining MSC you too can be part of the team that serves to empower individuals and help create thriving communities.

If you are passionate about non-profit service, have a genuine desire to help others, and have expertise in human resources, we are excited to learn more about you. If you seek an opportunity that aligns with your purpose, we invite you to learn more about us, our values, our vibrant culture, and the exciting prospects that await you at MSC.

We offer a comprehensive benefits package that includes a choice of two health plans, dental and vision plan paid by the employer; life insurance (1X annual base pay) and long-term disability insurance (60%); FSA, HRA; 401K; 3 weeks of vacation to start, 12 days sick leave and 14 paid holidays including your birthday; Family building benefit up to \$3,000, and a Sabbatical program for tenured employees. You can find more information on the [Careers Page](#) of our website.

The **Human Resources (HR) Generalist** executes employee life cycle matters such as recruitment, hiring, onboarding, data management and reporting, cyclical initiatives (i.e., headcount management, promotional cycles, goal setting, etc.), and special projects, all with a servant leadership approach centering equity, belonging and joy. The **HR Generalist** will play a key role in implementing the agency's first HR information system and may assist with employee relations and leave management. This role may have the opportunity to transition into a permanent position according to the department's needs. The ideal candidate should be knowledgeable in employment regulations, HR procedures, recruitment, employee relations, and system implementation. The **HR Generalist** reports to the HR Director and works on site at the Federal Way Headquarters with some visits to other MSC locations.

Status, Schedule, Location:

- Non-Exempt, full-time, generally Monday to Friday 8:30 AM to 5:00 PM. Federal Way headquarters.
- Travel may be required to other MSC locations and throughout King County.

Overview of Responsibilities:

HR Administration:

- Creates communication pieces for employees regarding benefits, policies, organizational changes, and opportunities.

- Serve as a resource for employees on payroll, benefits, leaves, policies, and personnel matters with a high customer-service approach.
- Manage the completion and maintenance of all job descriptions in a consistent and high-quality manner.
- Assist HR Director with administrative duties associated with Worker's Compensation, Unemployment Insurance, FMLA, WPFML, Bureau of Labor Statistics, and OSHA.
- Maintain company organization charts and employee directory.

Recruitment and Onboarding:

- Coordinate the hiring process, including posting job listings, reviewing applications, coordinating and training the hiring team, and preparing offer letters.
- Guide hiring managers through the recruiting process.
- Perform phone screens and may participate in subsequent rounds of interviews.
- Conduct background checks, I-9, E-Verify.
- Onboard all new hires and conduct new hire orientation twice monthly, training employees in benefits.

Performance Management:

- Oversee the performance management process, including timeliness, goal setting, performance reviews.
- Provide training to managers on effective performance feedback and coaching.
- Assisting with employee relations is a possibility.

Compensation and Benefits:

- Execute compensation and benefits programs, ensuring equity and alignment with industry standards.
- Access market data to recommend adjustments to salary structures and benefits packages.
- Participate in annual benefit open enrollment, including census creation, distribution of materials, and tracking completion.

HR System Implementation:

- Execute current manual system processes with consistency and attention to detail.
- Participate in the selection and implementation of the agency's first Human Resource Information System (HRIS), supporting the HR department and training staff and employees.
- Develop and maintain comprehensive reporting abilities within MIP currently and the future HRIS.

Additional Responsibilities:

- Back up for timesheet processing and inputting information into payroll systems as needed during staff absences. Payroll is currently processed in Finance.
- Maintain knowledge of Community Action industry trends HR field trends including employment legislation and make recommendations to HR Director to ensure compliance.
- Assist with various research/special projects as necessary.
- Participate in departmental and agency staff meetings and the life of the agency in general.
- Collaborate on organizational committees of your choosing such as DEI, safety, annual picnic, and holiday party planning.

- Travel to MSC offices and program meetings throughout south King County and the city of Seattle.

Requirements

- Bachelor's degree in human resources, business administration, or a related field is required.
- Minimum of 3 years' experience in HR roles of increasing scope and/or responsibility. An affinity for and strength in recruitment a must.
- An affinity for and prior non-profit experience is highly preferred.
- Prior experience with HRIS implementation is preferred.
- PHR or SPHR certification preferred.
- Valid Washington State Driver's License and auto insurance to be reimbursed for mileage.
- Demonstrates an understanding of federal, state and local laws that impact employees in the workplace.
- Able to read, write, communicate, and understand well the English language to all members of the MSC community.
- Experience with HR system implementation preferred.
- Understands and operates within well-defined professional HR boundaries in complex scenarios.
- Has an affinity for servant leadership and can authentically dem, and values, centering and operationalizing equity, belonging, onstrate MSC's mission, vision and values, centering and operationalizing equity, belonging and joy.
- Demonstrated track record of building trust across multiple partner groups through high judgment decision-making. Understands and maintains client and employee confidentiality.
- Ability to work independently and as part of a team.
- Able to manage a high-volume, fluctuating workflow and meet deadlines through solid organizational and prioritization skills.
- Capable of balancing both the strategic and operational; can flex between a strategic approach and effective delivery and execution.

Wage/Salary Range:

- Salary: **MIN \$31.55 - MID \$35.19 - MAX \$40.46 Grade: 16**
- The ranges shown should be used as an estimate and are affected by many factors, including the critical need of the position, your overall experience and qualifications, and other considerations.
- At the moment of hire, the salary will be determined based on your qualifications and experience, with consideration given to a range extending from the **minimum to the midpoint**.

Join our mission!

To apply, please send your resume and cover letter to jobs@mschelps.org

No phone calls, please.

Multi-Service Center is committed to creating a diverse and inclusive environment. MSC is proud to be an Equal Opportunity Employer. MSC welcomes all qualified applicants and will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.