



THE POWER OF CHANGE

Human Resource Generalist

Dept. of Human Resources and Fiscal Administration

333 Sheridan Ave, Albany, NY

ABOUT ALBANY COMMUNITY ACTION PARTNERSHIP:

Albany Community Action Partnership (ACAP) is a source of direct support for families who live in poverty in Albany, New York. The majority of program participants are from economically vulnerable families with incomes below 75% of the federal poverty threshold (or \$20,160 for a family of three - the average family size of ACAP's customer population). For 50 years ACAP has been providing a network of programs which serve the needs of children and families living in poverty.

Our prominent programs include: Early Head Start, Head Start, Energy Assistance and Weatherization, Assets for Independence, Career Pathways, Healthcare Opportunities Grant, and we support parents through Employment and Dress for Success. Through its programs, ACAP has created positive change in the lives of children and families in Albany, Cohoes and Wilton. ACAP embodies the spirit of hope, improving communities and making the Capital Region a better place.

RESPONSIBILITIES:

The Human Resource Generalist assists in planning, organizing, and implementing recruitment and retention practices. They will build and maintain partnerships with colleges and other recruitment sources to build talent pipelines for open positions within the organization. At the outset, they will also assist in coordinating efforts to transition the recruitment process to an electronic online based one. The HR Generalist will also act as a liaison for benefits matters within the organization through coordinating open enrollment activities, working with third party benefits administrator to resolve staff benefit questions, and participate in monitoring the organization's retirement plan activities.

They ensure compliance with legal, contractual, and agency requirements including reporting systems and databases. They assist in serving as a resource to staff members and managers for interpreting and following policies and procedures and for guiding navigating their roles within the agency. The HR Generalist will assist the Director with routine FMLA and Workers' Compensation administration. They are expected to participate in HR projects and initiatives to ensure successful and timely implementation.

QUALIFICATIONS:

Bachelor's Degree in Management, Human Resources, Public Administration, Business Administration or related department technical field is preferred. Also a minimum of four (4) years' experience management and supervisory experience or two (2) years' experience in a Human Resource generalist role. An Associate's degree in a related field AND six (6) years' experience working in the field of Human Resources may be accepted in lieu of a Bachelor's degree is acceptable. Knowledge of federal and state labor and employment laws and regulations, and OSHA and workers compensation reporting laws and requirements desired. Solid knowledge of MS Word and Excel required. Previous experience in working in a non-profit or childcare environment a plus.

BENEFITS:

Health, Dental, Vision Insurance; Vacation, Sick, Personal Leave; Paid Holidays, Educational Assistance; 403(b) Plan

CLASSIFICATION / HOURS:

40 hours per week; starting salary \$18-\$19 per hour with the potential for increase based on performance.

APPLICATION PROCESS:

Please send a cover letter and a current resume to:
Albany Community Action Partnership, Human Resources

E-MAIL: HR@albanycap.org

Selected Candidates will be contacted for interview.

No Phone Calls Please

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