



**WisCorps, Inc.**  
789 Myrick Park Drive  
La Crosse, WI 54601

## Now Hiring Headquarters Staff!

<b>Position Title:</b>	Human Resources Generalist
<b>Position Type:</b>	Full-time (40 hours per week)
<b>Location:</b>	La Crosse, WI
<b>Rate:</b>	\$40,000-\$45,000 annually
<b>Benefits:</b>	Competitive pay, health, dental, 401 (k), six weeks of paid time off annually, seven paid holidays, paid parental leave, excellent work environment, opportunity for advancement, reimbursement for SHRM-CP
<b>To Apply:</b>	Email cover letter & résumé to Emily Post at <a href="mailto:emily.post@wis Corps.org">emily.post@wis Corps.org</a> by May 7, 2023

### Position Overview:

The Human Resources Generalist reports to the Director of Administration and is responsible for all human resources support functions in the organization, including creating and implementing systems that comply with local, state, and federal regulations for hiring, onboarding, and maintaining all staff members. They will keep the Employee Handbook up to date and manage semiannual performance evaluations for all employees.

The Human Resources Generalist will be the point of contact for all employee benefits, including health and dental insurance and worker's compensation claims.

The HR Generalist does not need a background in AmeriCorps Programs, but will be required to train in AmeriCorps grant compliance. They will work closely with the Director of Administration to utilize organized systems for onboarding and tracking AmeriCorps Member grant compliance. They will ensure all AmeriCorps policies are being followed, perform monitoring as needed, and attend AmeriCorps trainings and conferences, as able. They will keep accurate records of employee and AmeriCorps member files and file reports as necessary.

During the field season, the Human Resources Generalist will help with administrative support functions of each WisCorps conservation crew including performing compliant background checks, updating administrative binders, coordinating hiring paperwork for new staff, and performing an administrative check out with each crew at the end of each session. Some weekends may be required throughout the course of the field season.

The Human Resources Generalist will work closely with the Director of Administration and the Administrative Department team members to ensure that the WisCorps offices are operating smoothly and efficiently.

### About WisCorps:

WisCorps, Inc. is a 501(c)(3) conservation organization headquartered in La Crosse, Wisconsin that engages youth and young adults in two areas: conservation projects through the [Wisconsin Conservation Corps](http://www.wisconsinconservationcorps.org) and nature education through [The Nature Place](http://www.thenatureplace.org).

## **Our Commitment to Justice, Equity, Diversity, and Inclusion:**

We expect members of our staff to be leaders in justice, equity, diversity, and inclusion within the organization and in our community. Staff are expected to continually create and support a culture of justice, equity, diversity, and inclusion in all WisCorps programs. Staff should seek to remove barriers to participation and create a safe and welcoming environment for all individuals, especially those who have been traditionally marginalized in the environmental field. This includes, but is not limited to BIPOC, AAPI, LGBTQIA+, Hispanic/Latinx, and individuals with a disability. Staff lead with an anti-racist mindset, and continually evaluate policies and procedures, and identify and refine, or remove those that do not support justice, equity, diversity, and inclusion.

## **Human Resources Generalist Responsibilities:**

### *Human Resources*

- Reviews, tracks, and documents compliance with mandatory and non-mandatory training, continuing education, and work assessments. This may include safety training, anti-harassment training, AmeriCorps Member trainings, professional licensure, and aptitude exams and certifications.
- Recruits, interviews, and facilitates the hiring of qualified job applicants for open positions; collaborates with departmental managers to understand skills and competencies required for openings.
- Conducts or acquires background checks and employee eligibility verifications.
- Implements new hire orientation and employee recognition programs.
- Performs routine tasks required to administer and execute human resource programs including but not limited to compensation, benefits, and leave; disciplinary matters; disputes and investigations; performance and talent management; productivity, recognition, and morale; occupational health and safety; and training and development.
- Handles employment-related inquiries from applicants, employees, and supervisors, referring complex and/or sensitive matters to the appropriate staff.
- Attends and participates in employee disciplinary meetings, terminations, and investigations.
- Maintains compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews policies and practices to maintain compliance.
- Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law.
- Performs other duties as assigned.
- Oversee the onboarding process with all new WisCorps staff members including paperwork and compliant background checks
- Work with Director of Administration to create and implement systems that comply with local, state, and federal regulations for hiring, onboarding, and maintaining all staff members
- Keep the Employee Handbook up to date
- Conduct constructive and timely performance evaluations
- Enter employee information into QuickBooks
- Report worker's compensation claims in a timely manner and be the main point of contact for follow up communication
- Monitor OSHA compliance for the organization
- Coordinate administrative functions of crews, create admin. binders, perform checkouts, attend programmatic special events

## *AmeriCorps*

- Manage the enrollment, evaluation, and exit process for all Members
- Ensure appropriate documentation of trainings completed in Member files
- Be prepared to be the secondary presenter of AmeriCorps Orientation, should the Administrative Director be unavailable
- Attend all Serve Wisconsin trainings, partner meetings, and conferences as able
- Perform regular checks of AmeriCorps Member's service hours to make sure they are on track to complete service on time
- Monitor AmeriCorps Member's timesheets for accuracy and compliance
- Work closely with the Director of Administration to develop systems for rigorous oversight for all AmeriCorps and Serve Wisconsin compliance requirements including background check processes, enrollment, exit, timekeeping, quality assurance, and CNCS Prohibited Activities
- Keep all paperwork for reporting and member files up-to-date and in compliance
- Submit complete and accurate digital files to SharePoint for review in a timely manner

## *Overall*

- Commit to equity and inclusion in all interactions and communications
- Handle general inquiries coming into the office – phone, e-mail and visitors
- Coordinate work flow and seek to reprioritize tasks as needed
- Meet regularly with the Director of Administration and Administrative Department team members to discuss any problems, successes, potential issues, updates
- Attend all WisCorps staff, committee, and program meetings as requested
- Provide information to staff and program participants by answering questions and requests
- Perform other duties as needed in support of the AmeriCorps program or other WisCorps programs

## **Physical Requirements:**

- Prolonged periods of sitting at a desk and working on a computer
- Must be able to lift 15 pounds at times
- Must be able to access and navigate each department at the organization's facilities

## **Human Resources Generalist Qualifications:**

- Associate's degree in Human Resources, Business Administration, or related field required
- At least one year of human resource management experience preferred
- SHRM-CP a plus
- Excellent verbal and written communication skills.
- Excellent interpersonal, negotiation, and conflict resolution skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills
- Ability to prioritize tasks and to delegate them when appropriate.
- Ability to act with integrity, professionalism, and confidentiality.

- Thorough knowledge of employment-related laws and regulations.
- Excellent computer proficiency
- Able to maintain confidentiality of information
- Flexibility
- Able to carry out tasks with minimal supervision
- Eagerness to take initiative and continually improve
- Demonstrated ability to effectively navigate an office environment
- Experience with AmeriCorps, a plus
- Experience with Microsoft Office Software, including Outlook, Excel, and Word, a plus
- Knowledge of OSHA compliance, a plus
- Ready to undergo a criminal background check
- Believes in The Nature Place and WisCorps missions
- Willing to adhere to WisCorps policies and procedures

*WisCorps provides equal employment opportunities without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran per applicable federal, state and local laws. We are committed to assuring equal employment opportunity and equal access to services, programs, and activities for persons with disabilities. If you have a disability and need to access information in an alternative format or need it translated to another language, please contact us by phone at 608-782-2494, by email at [staff@wiscorps.org](mailto:staff@wiscorps.org) or Wisconsin Relay 711.*