



## **JOB POSTING**

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**Job Title:** Human Resources Generalist

**Status:** Full-time

**Number of Positions:** 1

**Classification:** Hourly

**Reports to:** Vice President, Finance & Administration

### **Description**

Reporting to the Vice President, Finance & Administration, the Human Resources Generalist will be responsible for providing human resources support and assistance to the Aquarium's Executive Team, with final authority in such matters remaining with the Vice President, Finance & Administration.

### **Essential Responsibilities**

- Provide personnel policy and procedure interpretation and guidance to employees and management and ensure consistency throughout organization. Assess policies and procedures for effectiveness and compliance; propose edits as necessary.
- Maintain up-to-date knowledge of federal and state employment law and compliance requirements.
- Assist coordinating open enrollments, changes, and training for employee benefits programs. Facilitate meetings and process benefit elections with carriers.
- Respond to human resources-related inquiries.
- Assist with leave processing.
- Administer new employee on-boarding and orientation.
- Monitor employee morale and company culture.
- Collaborate with department leadership to develop effective recruitment strategies. Partner on updating Job Descriptions as needed. Responsible for managing job postings and records associated with recruitment.
- Pre-screen candidates for employment.
- Receive and document complaints regarding sexual harassment, discrimination, or other instances of workplace harassment and assist in any necessary investigations and disciplinary actions.
- Maintain employee personnel records.
- Special projects at the request of the VP of Finance & Administration.
- Perform other assigned duties or tasks.

### **Requested Requirements**

- Bachelor's degree in human resources, business administration or other related field and three years of human resources experience, or in lieu of a degree, a combined minimum of 7 years' higher education and/or work experience is required.
- Experience in a non-profit organization or zoo/aquarium advantageous.
- Certifications for human resource professionals desirable.
- Proficient knowledge of Microsoft office.
- Excellent written and verbal communication skills.

### **Working Conditions:**

- Sedentary - Position involves long periods of sitting and lifting no more than 10 pounds at a time.
- Position is based primarily on-site in a shared office/workspace; remote work opportunities are available with Vice President, Finance & Administration's approval

### **To Apply**

Please send resume and cover letter to [administration@aquariumofniagara.org](mailto:administration@aquariumofniagara.org). Be sure to include Human Resource Generalist in the subject line of any correspondences.

The Aquarium of Niagara is an equal opportunity employer. All qualified applicants will be afforded equal employment opportunities without discrimination because of race, color, creed, religion, sex, age, national origin, citizenship, sexual orientation, marital status, or any other classification protected by federal, state, or local law.