



**Position:** Human Resources Generalist  
**Organization:** SBP  
**Reports to:** Director of Human Resources

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### **About SBP:**

SBP is an award-winning, innovative nonprofit organization that shrinks the time between disaster and recover. A leader in volunteer-driven, post-disaster rebuilding. SBP educates, advocates, and improves the disaster recovery sector so that we can collectively achieve more for communities. With a growing team 85+ staff and 240 AmeriCorps members, SBP has rebuilt more than 2,100 homes across 13 states and in the Bahamas, and shared best practices with many more.

SBP's vision is to embrace constant improvement, community-wide collaboration, and clear benchmarks to reduce human suffering caused by the tolls of delay in recovery. By pairing resilience training with recovery operations, we strive to reduce the need for our rebuilding services over time by increasing preparedness among vulnerable communities.

SBP encourages individuals who are hungry for change and eager to innovate to join our team so that we can change the future of disaster recovery together.

**Position Summary:** The Human Resource Generalist will run the daily functions of the Human Resource (HR) department including hiring and interviewing staff, managing new hire orientation and onboarding, administering pay, benefits, and leave, and enforcing company policies and practices. The HR Generalist works across teams and partners closely with Executive Directors, HR & AmeriCorps Program Managers and the finance department.

### **Responsibilities:**

- 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 onboarding as well as 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.
- Responsible for timely paying and tracking of benefits invoices to include health, dental, vision, ancillary, 401k.
- 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.
- Acts as administrator for Google Suite to include responsibilities around email, listserves, and security.
- Performs other duties as assigned.

**Performance Expectations:**

- Able to juggle multiple, competing priorities.
- Exceptionally self-motivated and curious.
- High level of personal accountability.
- Align work performance with SBP's core values.
- Top-notch written communication and interpersonal skills.
- Detail-oriented with strong troubleshooting, analytical and problem-solving abilities.
- Working knowledge of all facets of social media management.
- Superior work ethic and high energy level.
- Desire and ability to work, grow and learn in a startup environment.
- Plan and meet deadlines.
- Demonstrate commitment to continued professional growth and development.

**Qualifications:**

- Bachelor's degree in Human Resources, Business Administration, or related field required.
- At least three years of human resource management experience.
- SHRM-CP or HRCI PHR certification preferred.
- Experience with payroll systems and ATS. ADP and Workable preferred.
- Able to pass a Criminal History Check including sex offender registry, state policy and FBI

**[To Apply, Please Click Here](#)**

*SBP is building a diverse and experienced staff. The organization encourages multiple perspectives and experiences, supports a multicultural environment, and strives to hire and retain a diverse workforce that reflects the populations we work with and the communities where we work. Our hiring and business practices appreciate the strengths offered through different backgrounds.*

*SBP is an equal opportunity, affirmative action employer and is committed to providing access, equal opportunity and reasonable accommodation for individuals with disabilities in employment, its services, programs, and activities. All qualified applicants will receive consideration for employment without regard to age, race, color, religion, gender, creed, national origin, physical or mental disability, marital status, veteran status, disabled veteran status, or status as a member of any other protected group or activity. It is the policy of SBP not to discriminate against any individual, person, or group on the basis of disability and the intent of SBP to address any complaints that may arise pursuant to Section 504.*