

## HR Generalist

### About Alexandra House

*The mission of Alexandra House is to empower victims of domestic and sexual violence, and inspire social change, through education, support, and advocacy.*

Join an organization that is making a difference in your community. Alexandra House was established in 1977 and has grown to be one of the largest domestic and sexual violence organizations in Minnesota, and the only domestic and sexual violence program in Anoka County. Alexandra House promotes safety from domestic, sexual, and relationship violence and provides supportive services such as: helping people find affordable housing, offer violence prevention education in the schools, provide support groups, help participants meet personal goals of obtaining a job or continuing their education—things that do provide a pathway out of poverty. Through the continuum of services we offer, we are consistently working to prevent violence from occurring and to intervene and provide meaningful, ongoing support to those who have already experienced it.

More information at <https://www.alexandrahouse.org>

### As the HR Generalist you must be able to:

- A strong commitment to and passion for ending violence with knowledge of and ability to work with systems that impact individuals and their families experiencing domestic and sexual violence.
- A commitment to and experience in working with people from diverse populations and marginalized communities.
- Ability to manage client and staff information with complete confidentiality.
- Problem solver, effective planner and can prioritize, handle a variety of tasks, and make decisions independently and within a team.
- Develop and maintain positive relationships with individuals, community partners, and systems representatives.
- Participate in the ongoing development of cohesive, effective, and efficient teams throughout the organization.

### The role you have in Alexandra House is:

1. Reviews, tracks, and documents compliance with mandatory and non-mandatory training, continuing education, and work assessments.
2. 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.
3. Facilitates all HR program aspects from new hire orientation to employee recognition programs (leading or involved with DEI council and employee wellness initiatives).

**Desired experience, background, and skills:**

- Experience in some personnel, employment-related laws and regulations, benefits administration, some experience in training or facilitation experience or Bachelors Degree in Human Resources, Business Administration or related field or combination of education and experience.
- At least five years of human resource management experience preferred.
- PHR / SPHR / SHRM-CP a plus
- Demonstrated skills & knowledge in using a variety of programs including (but not limited to) Word, Excel and Outlook, HRIS, or payroll software.
- Commitment to and experience in working with people from diverse ethnic, cultural, social, economic backgrounds and lifestyles.
- Valid driver's license, current insurance and reliable car with the ability to travel to multiple locations throughout Anoka County.

Salary and Benefits \$54,000 - \$64,000 DOE, with a full benefit package including retirement plan, vacation & medical accrual.

Please submit a cover letter and resume Attn: Anne Koo Thornquist at [employment@alexandrahouse.org](mailto:employment@alexandrahouse.org). Position open until Tuesday, March 22, 2022. **Optional:** In lieu of a cover letter, you may submit a 2-4 minute self-recorded video telling us a bit about yourself and why you are interested specifically in this job.

\*\*\*No phone calls or emails please. This email address is only for receiving resumes.