



**Job Title: Human Resources Generalist**

**Reports To: Executive Director and works closely with Director of Finance and Administration**

**FLSA Status: 30 hours per week .80 FTE, Exempt**

**Salary Range: \$40,000 to 44,000 plus full benefits (equivalent to \$50,000-\$55,000 1.0 FTE)**

**Organization Description:**

The International Institute of Minnesota (the Institute) is an innovative organization with talented staff who are mission-driven and collaborate with one another in their work serving New Americans. Since 1974, the Institute has resettled 25,000 refugees in the Twin Cities and remains one of the largest sponsors of refugees statewide. Its immigration and citizenship services helped nearly 15,000 New Americans achieve U.S. citizenship since 2001. In the past decade, the Institute experienced exponential growth, establishing the organization as an expert in education and workforce development for immigrant and refugee communities. With more than 21 million refugees worldwide waiting to begin new lives, and an increasing workforce shortage in Minnesota, and the programs continue to be in demand and important abroad and in Minnesota.

**Position Description:** The Human Resources Generalist will serve as the primary human resource for Institute employees and management and will manage efforts in the following areas: Recruiting and Staffing, Orientation/Onboarding, Employee Relations and Performance Management, Benefits and Compensation, Compliance and Human Resource Administration, Staff Development, and Workers' Compensation and Safety. Also, make recommendations on evolving human resource issues and help with other activities as needed. This position will continue to build upon the positive workplace at the Institute and its focus on inclusivity.

**Essential Functions:**

- Develops, recommends, and implements personnel policies and procedures; prepares and maintains Employee Handbook on policies and procedures. Reviews and makes recommendations to Fiscal and Administration Committee for improvement of the organization's policies, procedures, and practices on personnel matters, as needed.
- Partners with the leadership team to understand and execute the organization's human resource and talent strategy, particularly as it relates to current and future talent needs, recruiting, retention, and succession planning.
- Maintains compliance with federal, state, and local employment laws and regulations, and recommends best practice; reviews policies and practices to maintain compliance, including appropriate HR filing and posting of information. Ensures appropriate training of management and staff for compliance.
- Implements and annually reviews compensation program; conducts periodic salary surveys.
- Assists Fiscal and Administration Committee in the annual review, preparation, and administration of the organization's benefits programs.
- Reviews job descriptions as necessary for compliance with job classifications and other issues.

- Designs and oversees the employee performance review system at the Institute, including training to supervisors in best practice strategies for carrying out performance reviews.
- In consultation with supervisors, manages the overall plan for staff professional development, ensuring that program is consistent with and supports the performance goals identified in staff performance evaluations.
- In conjunction with the Finance Department, oversees workers compensation and unemployment claims and processing of various leave categories.
- Facilitates recruitment and hiring processes for staff and on boarding for new hires.
- Facilitates termination process to include conducting exit interviews.
- Promotes an environment supportive to diversity, inclusion, cultural respect, and sensitivity.
- Performs other duties as assigned by Executive Director and/or Director of Finance and Admin.

**Position Requirements (Experience and Qualifications):**

- Bachelor's degree plus 3 years of experience working in Human Resources Management (HRM)
- Knowledge and experience in all core HRM functions as well as employment-related laws and regulations.
- Interacts effectively with a variety of people and personalities inside and outside the organization.
- Effectively handles sensitive situations.
- A problem solver who finds creative solutions to administrative and program challenges.
- Prioritizes, multi-tasks and works within deadlines.
- Makes operational decisions and effectively communicates and checks in with the Executive Director and Director of Finance and Administration.
- Excellent written, verbal, and interpersonal communication skills with cross-cultural communication preferred.
- Highly organized with attention to detail.
- Self-motivated, fast learner who can take initiative and requires minimal supervision.
- Strong computer skills including Microsoft Word, Excel, Outlook, ADP, and other applications.
- Proven ability to develop and give presentations to small and large groups.
- Has a current driver's license, insurance, and a car, as the position requires travel to meetings.
- Experience working with refugees, immigrants, or asylees preferred.
- Experience in the non-profit sector preferred.

**To apply: Submit cover letter and resume to Jane Graupman via email ([jgraupman@iimn.org](mailto:jgraupman@iimn.org)) copying Carol Garbisch ([cgarbisch@iimn.org](mailto:cgarbisch@iimn.org)). Position is open until filled. *No phone calls please.***