



INTERNATIONAL INSTITUTE
of Minnesota

Job Title: Human Resources Generalist

Department: Administration

Reports To: Director of Operations and Economic Empowerment Programs

FLSA Status: Exempt, 1.0 FTE

Salary Range: \$53,000 to \$60,000, plus benefits

Prepared Date: 6/27/2022

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.

Purpose:

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.

Duties and Responsibilities:

- 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.
- Implement staff training on various topics such as stress management, trauma informed practices, diversity training, management training and other requested trainings for staff
- In consultation with supervisors, manages the over-all 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.
- Post jobs on various websites per managers request and update job tracker as filled.
- Facilitates termination process to include conducting exit interviews.
- Promotes an environment supportive to diversity, inclusion, cultural respect, and sensitivity.
- Update Staff Directory on IIMN Website
- Performs other duties as assigned by Executive Director and/or Director of Operations & Economic Empowerment Programs

Requirements:

- Fully vaccinated for COVID-19
- 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 Operations & Economic Empowerment Programs.
- 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.

Physical Demands:

- Use of manual dexterity, tactile, visual, and audio acuity.

- Use of repetitive motion, prolonged periods of sitting, and sustained visual and mental applications and demands.
- Occasional lifting (up to 25 pounds), bending, pulling, and carrying.

EEO Statement:

International Institute of MN is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status.

To Apply:

Submit cover letter and resume to Jane Graupman via email (jgraupman@iimn.org) copying Tanya Battista (tbattista@iimn.org). Position opened until filled. No phone calls or walk-ins please.

Revised: 6/27/2022