



Who we are looking for:

The last few years we have seen our team continually grow and expand and we are excited to find our first Human Resources Generalist to guide and foster the next phase of our company's growth. You are someone who thrives on rolling up your sleeves and helping build things from the ground up. You'll play a vital role in maintaining and growing the systems and processes that are in place, as well as lead the charge on employee engagement and culture. From recruiting to onboarding and payroll to benefits, you will be the first point of contact for our employees and work to represent the values and mission of STAR Autism Support. Most importantly, we are looking for a candidate who shares in our passion for supporting the learning and curriculum for autism teaching.

This role will include:

- ★ Overseeing and administering payroll, benefits, and company policies
- ★ Nurturing a positive working environment where employees in all departments feel valued and have a sense of belonging
- ★ Overseeing a performance management system that drives high performance and is aligned with best practices and STAR values
- ★ Assessing internal training needs and monitoring training programs with leadership
- ★ Supporting ongoing company initiatives to improve employee engagement through training on self-awareness, leadership, and communication
- ★ Supporting employee engagement through research on best practices and regularly collecting, communicating, and acting on employee feedback (via surveys and other feedback loops)
- ★ Being an advocate and sounding board for all employees
- ★ Mediating and providing coaching to employees during conflict to improve communication and problem-solving skills using effective tools (e.g. Insights Discovery®)
- ★ Championing diversity, equity, and inclusion (DEI) and ensuring they are embraced by the organization in spirit and operations alongside the STAR DEI committee
- ★ Establishing and supporting a consistent recruiting and interviewing program that is in line with STAR values and DEI initiatives (e.g. writing job descriptions, recruiting, reviewing résumés, interviewing alongside managers and colleagues, etc.)
- ★ Establishing and supporting an employee onboarding process alongside leadership
- ★ Preparing, updating, recommending, and ensuring awareness of human resource policies and procedures (employee handbooks)
- ★ Ensuring legal compliance by monitoring and implementing applicable human resource federal and state requirements

- ★ Maintaining and reporting on workplace health and safety compliance
- ★ Handling workplace investigations, and disciplinary and termination procedures.

Preferred experience and skills

- ★ Two to three years of work experience in HR or HRBP roles preferred
- ★ Knowledge of HR systems and databases
- ★ Effective leadership skills based on current best practices
- ★ In-depth knowledge of labor and HR practices at both federal and state levels
- ★ Four-year college degree in HR or related field preferred
- ★ Excellent intrapersonal, presentation, teamwork, written, and oral communication skills.
- ★ Knowledge, understanding, and interest in constant learning around issues surrounding access, equity, diversity, inclusion, implicit bias, and institutional racism