



Human Resources Generalist

Our MISSION The Bridge for Youth centers youth voice, justice, and equity in all we do, and empowers youth experiencing homelessness through safe shelter, basic needs, and healthy relationships.

Our VALUES

Patience - We give space for youth to make decisions on their own timeline in their own way.

Love and Caring - We believe in acceptance, empathy, and non-judgment.

Communication - We engage in intentional dialogue to understand each other's truths.

Integrity - We actively learn, grow, and change to align our actions in equity and justice.

Co-Creation - We seek connection to amplify the voice of youth and each other.

Community - We stand together for youth and for each other.

Position Overview

The Bridge for Youth (BFY) centers youth voice, justice, and equity in all we do, and empowers youth experiencing homelessness through safe shelter, basic needs, and healthy relationships. For over 50 years, The Bridge has been at the forefront of addressing youth homelessness in Minnesota, positively impacting the lives of the most vulnerable youth in our community, through youth-centered programs that offer a pathway out of poverty and chronic homelessness.

The Human Resources Generalist is responsible for supporting a variety of HR functions such as hiring, onboarding, training, process improvements, staff development and payroll. This position partners with and provides administrative support to leadership to achieve culture and program and organizational goals, as defined by the annual and strategic plans.

Position Information

Position: Human Resources Generalist

Job Type: Full-Time

Classification: Exempt

Reports to: Human Resources Director

Posting Date: April 12th, 2024

Closing Date: Open until filled

Compensation: \$56K – 63K DOE

Benefits Information

- Competitive health, dental, vision and ancillary benefits
- Company paid life insurance and long-term disability
- 403b (immediate contribution & vesting) with up to 4% match after one year of employment
- Up to 4 weeks of PTO first year of employment, in addition to 15 paid holidays
- Pet friendly

We ask all staff to:

- ✓ Lead within a framework of agency values, philosophies, and goals, including team commitment and cooperation across BFY services and programs
- ✓ Emulate and enthusiastically promote the organizational culture as defined by the identified values

statements and racial justice and equity opportunities of BFY

- ✓ Leads in building upon and strengthening a culture of establishing and nurturing relationships
- ✓ BFY believes in team, collaboration, and constantly developing a supportive and caring environment for each other. Sometimes we are asked to lean in above and beyond our position description and we enthusiastically do so

Key Responsibilities

- Support agency compliance with all new hires and existing staff according to Fair Labor Standards Act (FLSA), Equal Employment Opportunity (EEO), the Americans with Disabilities Act (ADA), the Family Medical Leave Act (FMLA) and BFY's Affirmative Action plan
- Maintains compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews policies and practices to maintain compliance
- Provides administrative support to HR & Admin Director related to compensation, benefits, and leave; disciplinary matters; disputes and investigations; performance and talent management; recognition, and morale; occupational health and safety; and training and development
- Facilitates the hiring of qualified job applicants for all positions at The Bridge for Youth, including position postings, recruitment, interviewing, initial onboarding; collaborates with departmental managers to understand skills and competencies required for openings
- Supports new hires during the recruitment to onboarding process to create a welcoming experience as they transition into the organization
- Supports hiring supervisor in providing new employees with the information and training necessary to effectively integrate socially and professionally into their position, team and culture at BFY
- Reviews, tracks, and documents compliance with mandatory and non-mandatory training, continuing education, and goal setting / professional development with employees
- Co-creates professional growth plans, supports supervisor/employee relationship in implementing the plan and tracks progress
- Manages the Tiered Direct Service Staff Program by collaborating with program leadership in implementing the program and supporting employees involved in the program
- Partners with BFY leadership to implement new hire orientation and employee recognition programs
- Supports director in employment-related inquiries from applicants, employees, and supervisors, referring complex and/or sensitive matters to the appropriate staff
- Additional duties as assigned

Technology Skills Required

- Proficiency in record keeping in a digitized environment
- Proficiency in Microsoft Office Suite
- Equipment used: computer, electronic mail system and telephone

Working Hours

- Hours are generally Monday through Friday business hours but may vary based on organizational needs, including some nights and weekends
- Flexible schedule with opportunities to work remotely

Qualifications / Required Skills

- Successful experience working in a growth-oriented nonprofit organization
- Demonstrated passion for and commitment to BFY mission
- Demonstrated commitment to diversity, equity, and inclusion
- Must have strong organizational skills and attention to detail
- Lead with a high level of confidentiality, boundaries, ethical standards, and conduct
- Feel comfortable exercising discretion and independent judgment in decision-making
- Strong analytical and problem-solving skills
- Ability to communicate and build, strong effective working relationships with people across the organization
- Must clear a background check
- Position requires prolonged periods of sitting at a desk and working on a computer
- Valid driver's license, satisfactory driving record and insurance limits of \$100,000/\$300,000 (preferred)
- Experience in human resources in a non-profit setting (preferred)
- At least one year of human resource management experience (preferred)

To Apply

Submit cover letter, references and resume to resume@bridgeforyouth.org

The Bridge for Youth is an Equal Opportunity Employer committed to embracing diversity and individuality and opposed to practices which discriminate on basis of race, gender, sexual orientation, religion, handicap, disability, age, or nationality. We apply this policy of unbiased consideration not only to our employment practices, but also to any contractual opportunities. We are further committed to taking affirmative action to ensure these opportunities are accessible to individuals who meet the qualifications, and we encourage all interested parties to apply. EEO/AA.