



STRONGER COMMUNITIES. STRONGER AMERICA.

POSITION ANNOUNCEMENT

POSITION: HR Generalist, Recruitment Focus

OPEN: July 2020

LOCATION: Washington, DC

CLOSE: Until filled

CONTACT: Loretta Rodriguez,
Deputy Vice President, Human Resources

SALARY: Commensurate with
experience

BACKGROUND

UnidosUS, previously known as NCLR (National Council of La Raza), is the nation's largest Hispanic civil rights and advocacy organization. Through its unique combination of expert research, advocacy, programs, and an Affiliate Network of nearly 300 community-based organizations across the United States and Puerto Rico, UnidosUS simultaneously challenges the social, economic, and political barriers that affect Latinos at the national and local levels. For more than 50 years, UnidosUS has united communities and different groups seeking common ground through collaboration, and that share a desire to make our community stronger. For more information on UnidosUS, visit www.unidosus.org or follow us on Facebook, Instagram, and Twitter.

SUMMARY

UnidosUS is currently seeking an energetic and knowledgeable Human Resources Generalist to play an essential role in daily functioning of HR, in particular around recruitment. The successful candidate will need a robust background in the full lifecycle of recruiting and offering guidance to hiring managers, as well as all HR functions including, but not limited to, benefits, policies/procedures, HR/facilities processes, payroll, leave management, performance management, and overall HR best practices. While recruitment will be the primary focus, you will also need multitasking abilities to lend a hand in the day-to-day operations of the HR function and building facilities. This is an exciting opportunity to work for the leading Latino policy and advocacy organization comprised of talented mission-driven individuals.

RESPONSIBILITIES

- Drive and manage full lifecycle recruitment process; including but not limited to, creating job postings, sourcing, screening, reference checking, presenting jobs offers, and managing back-office applicant tracking.
- Partner with hiring managers to identify effective sourcing strategies with the objective of presenting three to five qualified candidates for each opening.
- Serve as sounding board to hiring managers for questions or additional resources needed.
- Initiate a variety of search techniques (internet, social networking, personal networking, etc.) to identify passive candidates.
- Ongoing reporting on candidate activity for management transparency required.
- Assure data integrity is accurately maintained by creating and reviewing various standard and/or tailored HR reports on a regular basis.
- Ensure hiring manager adherence to all hiring processes.
- Identify/clarify hiring specifications, review job descriptions are accurate and compliant, and develop compelling job postings to attract highly qualified candidates.
- Manage compliance with all federal, state, and local employment laws regarding recruitment.
- Manage background screening process while maintaining confidentiality.
- Manage external staffing and temp agencies, as needed.
- Attend/participate in HR networking opportunities.
- Respond to employee benefits questions from both active and previous employees.
- Respond to requests for information for grants.
- Assist with biweekly payroll updates for accurate, timely submission to payroll manager.
- Participate in new hire onboarding process, as needed.
- Play an active role in annual benefits open enrollment process.
- Prepare and evaluate reports, decisions and results of component initiatives in relation to established HR plan goals.
- Support the field offices, as needed, with requests for information, events, etc.
- Assist in coordinating HR sponsored events including service awards, Thanksgiving Reception, Holiday Party, etc.
- Lend a hand in managing the All Staff Meeting Committee.
- Recommend new approaches, policies and procedures to affect continual improvements in efficiency of component and services performed.
- Assure compliance with all federal, state and local employment laws.
- Passionately committed to UnidosUS mission and values of excellence, respect, and accountability.
- Other duties as assigned and required.

QUALIFICATIONS

- Bachelor's degree in human resources, business administration, or related field required. Additional years of experience may be substituted for education.

- Three to five years of recruiting experience with a minimum of two years of experience in a HR generalist role (Mix of agency and nonprofit recruiting experience a plus).
- PHR, SPHR, SHRM-CP, or SHRM-SCP highly desired.
- Proven success managing full lifecycle recruitment efforts for multiple and diverse hiring managers.
- Excellent communication skills (listening, oral, and written).
- Excellent interpersonal, negotiation, and conflict resolution skills.
- Impeccable organizational skills and attention to detail.
- Ability to act with integrity, professionalism, and confidentiality.
- Thorough knowledge of employment-related laws and regulations.
- Superior multitasking skills and the ability to prioritize projects to meet deadlines.
- Proven strong analytical and problem-solving skills.
- Commitment to excellence and high standards.
- Experience building a pipeline of candidates for all positions.
- Keen understanding of organizational telework and key ongoing communication strategies for continued productivity.
- Ability to work independently and as a member of various teams and committees.
- Experience with Microsoft 365, experience with Teams platform a requirement.
- Experience with ADP Workforce Now Systems a plus.
- Experience using an applicant tracking system as well as LinkedIn, Facebook, and other social recruiting platforms.
- Familiarity with the U.S. Latino community, Latino nonprofit organizations, and the Latino market and consumer a plus.
- Bilingual (Spanish/English) skills a plus.

Please note: Only those applicants who submit a cover letter and résumé will be considered for this opportunity. Please include “HR Generalist” in the subject line.

SEND COVER LETTER AND RÉSUMÉ TO:

UnidosUS
 Raul Yzaguirre Building
 Attn: Loretta Rodriguez
 1126 16th Street NW, Suite 600
 Washington, DC 20036
 hrmail@unidosus.org
No phone calls please!

EQUAL OPPORTUNITY EMPLOYER. All qualified applicants will receive consideration without regard to race, color, national origin, marital status, religion, gender, age, disability, sexual orientation, gender identity or expression, personal appearance, family responsibilities, political affiliation, or enrollment in a college, university, technical school, or adult education.