



Human Resources Generalist

Deadline to Apply: May 10, 2024

Intended Start Date: July - Aug 2024

To apply: Applicants will need to submit a resume and cover letter via the link below:

<https://app.smartsheet.com/b/form/d63e5c9c7ddf430b843d6049f7698a76>

Optional Demographic Survey: <https://forms.gle/6hNKno4h6f8Qzuhs8>

Billion Oyster Project's Human Resources Generalist is an emotionally intelligent, energetic, multi-tasking individual who genuinely embraces a fast-paced environment with the ability to be both organized and personally engaging with high ethical standards and integrity and who maintains confidentiality in handling sensitive information with discretion and professionalism. The position requires confidentiality, meaningful HR experience, and the ability to move seamlessly between people, projects, and administration. The HR Generalist collaborates with various departments to ensure that the organization's human resources needs are met while maintaining a positive and inclusive work environment. We want someone who innately cares about people while ensuring that our diverse culture is supported by the systems and structures it needs to continue thriving.

What you'll do:

The top five HR functions we prioritize at Billion Oyster Project include employee relations and talent management, managing compensation and benefits, overseeing recruitment and staffing, ensuring safety and compliance, and providing training and development to our ever-growing team. To that end, this position includes the following tasks and oversight:

- Support BOP staff by overseeing performance outcomes, job satisfaction, company culture, employee engagement, workforce planning, and DEI compliance.
- Administration of employee compensation, including salaries, bonuses, and benefits packages, processing payroll, ensuring fairness and compliance with legal requirements and attracting, sourcing, and hiring qualified candidates to fill open positions within the organization.
- Maintain employee records as mandated by law.
- Work to ensure workplace safety and compliance with all labor standards, laws, and regulations.
- Design and implement training programs to enhance employee skills and knowledge, fostering professional growth and career advancement.

Proficiency in all forms of communication, along with the ability to collaborate with all Billion Oyster Project leaders and their teams, is paramount. We want someone who is deeply compelled by our mission and all the people who advance it while promoting a healthy working environment. We aim for a person who can strategically juggle the competing priorities of both people and tasks while maintaining a positive, can-do spirit and presence.

Reporting: The HR Generalist reports directly to the Director of Finance & Operations and is a part of the Finance & Operations Department. The Finance & Operations Department works collaboratively and will provide resources and support during the HR Generalist's tenure.

Key Responsibilities:

1. Recruitment and Onboarding:
 - Collaborate with hiring managers to identify staffing needs and create job descriptions.
 - Source, screen, and interview diverse candidates for various positions.
 - Manage the onboarding process for new hires, including orientation and necessary paperwork.
2. Employee Relations:
 - Serve as a point of contact for employees, HR-related inquiries, and concerns.
 - Support managers in mediating and resolving employee grievances and conflicts, including disciplinary action as needed, fostering a respectful and inclusive workplace.
 - Provide guidance and support to supervisors and employees on HR policies and procedures.
3. Benefits Administration:
 - Manage employee benefits programs, including health insurance, retirement plans, and leave policies.
 - Assist employees with benefits enrollment, changes, and inquiries.
 - Work alongside our brokers and insurance agents to ensure that carriers are seamlessly enrolling employees and that we are receiving the most competitive pricing.
 - Stay updated on industry trends and best practices in benefits administration.
4. Performance Management:
 - Support the performance management process by assisting managers with goal setting, performance reviews, and feedback sessions.
 - Assist managers in an advisory or mediation role with performance improvement plans and other disciplinary meetings.
 - Provide training to managers on effective performance management techniques.
5. Compliance and Legal Matters:
 - Ensure compliance with federal, state, and local employment laws and regulations.
 - Develop and implement company policies and procedures, covering areas such as attendance, code of conduct, and diversity and inclusion initiatives. This includes annual updates and edits to policies.
 - Maintain accurate and up-to-date employee records, including documentation related to disciplinary actions and grievances.
 - Support each department in developing and maintain safety policies and procedures related to eliminating or reducing the risk of injury, harm, or illness to its people.
6. Training and Development:
 - Identify training needs and assist in the design and delivery of training programs for employees and managers.
 - Department-Specific Training: Ensure that each department director/manager has a training program that has been provided to each new hire.
 - Promote professional development opportunities and initiatives within the organization.
7. HR Data Management:
 - Maintain HRIS (Human Resources Information System) to track employee information, changes, and updates.
 - Generate reports and analyze HR data to support strategic decision-making.
8. Diversity, Equity, and Inclusion:
 - Work towards fostering an inclusive work environment that values diversity and promotes equity.
 - Collaborate with leadership and the DEI Committee to develop initiatives that promote diversity and inclusion.

Minimum Qualifications

- *Bachelor's degree in human resources, business administration, or a related field and 3-5 years of human resources experience OR At least 5+ years of experience in HR with a current certification.*
- *Experience with using and managing a human resource management system (HRMS) and human resource information system (HRIS).*
- *Certification with an HR certifying body (SHRM-CP or SCP, PHR or SPHR certification) and DEIJ experience and training.*
- *Solid understanding of, and experience with, NY employment laws, regulations, and HR best practices.*
- *Able to exercise a high level of confidentiality.*

Preferred Qualifications

Billion Oyster Project encourages potential candidates to apply even if they don't fit every single criteria listed below.

- *DEIJ Certification*
- *Proficiency in HRIS software and Microsoft Office Suite.*
- *Experience working with a non-profit organization.*
- *Awareness of OSHA regulations and compliance.*
- *Understanding of personnel and compliance records management.*
- *Basic understanding of Smartsheets or willingness to receive Smartsheets training.*
- *Proficiency in Google Suite, Microsoft Office, Zoom, and ADP.*

You'll be a good fit if you:

- *Have a strong track record of enjoying working with people while moving projects and tasks forward.*
- *Strong organizational skills with the ability to manage multiple tasks simultaneously.*
- *Excellent communication, leadership, interpersonal, and conflict-resolution skills.*
- *Willingness to learn and work independently, as well as interdependently.*
- *Excellent organizational skill set, time management, and ability to prioritize. Strong strategic and innate problem-solving skills.*

Salary, Benefits, and Perks:

The HR Generalist's starting salary will range from \$60,000 to \$75,000.

This is a full-time, year-round position at Billion Oyster Project, Inc., a 501(c)3 nonprofit organization. The benefits include:

- A generous vacation and PTO policy
- Health, dental, vision, and life insurance
- 401K plan
- An inspiring working environment on Governors Island in New York Harbor.
- FSA plan
- Pre-tax commuter program
- Citi Bike discount

Who We Are and the Work We Do

About

Billion Oyster Project is a 501(c)(3) nonprofit organization whose mission is to restore oyster reefs to New York Harbor through public education initiatives. Billion Oyster Project is fueled by the passion and commitment of the team. Enthusiasm for the work of environmental restoration, public education, and environmental justice is an expectation for the position. Candidates should be comfortable working on a team with various stakeholders and delivering on complex, multi-step projects.

Our Vision

A future in which New York Harbor is the center of a rich, diverse, and abundant estuary. The communities that surround this complex ecosystem have helped construct it, and in return, benefit from it, with endless opportunities for work, education, and recreation. The harbor is a world-class public space, well used and well cared for—our Commons.

Our Ethos

Restoration through Education

We believe that restoration without education is fleeting. To ensure the long-term health and productivity of our natural environment, we must teach young people to care for, monitor, and restore their Harbor.

Education through Restoration

We believe that students learn best when applying their studies to large-scale ecosystem restoration projects that challenge them to become active participants and take them out of the classroom, down to the water's edge to experience the ecosystem first-hand.

Our Flagship School

The Urban Assembly New York Harbor School's mission is to provide a college-preparatory education built upon New York City's maritime experience that instills in students the ethics of environmental stewardship and the skills associated with careers on the water. New York Harbor School offers career and technical education (CTE) programs in 8 areas of marine science, technology, policy, and engineering.

Additional Information

Employment Authorization

Applicants must be authorized to work for ANY employer in the United States. We are unable to sponsor or take over the sponsorship of an Employment Visa at this time.

Work Location

Employees of Billion Oyster Project must reside within the tri-state area and be able to commute to Governors Island unless otherwise noted in the job description.

Equal Employment Opportunity

Billion Oyster Project is working towards a diverse workforce that is representative, at all job levels, of the communities we serve. We want to foster an environment of mutual respect where every race, color, religion, age, sex, national origin, disability, veteran status, sexual orientation, gender identity, or expression is not only celebrated but eligible for equal employment opportunities. From educators to interns to restoration practitioners – working from Soundview Park to Staten Island to Sunset Park – we believe that diversity, equity, and inclusion across our team are critical to the success of Billion Oyster Project. With this mind, we will only begin evaluating applicants once a diverse candidate pool has been achieved*, and we look forward to developing and retaining the most talented full-time individuals in the Greater New York City area.

We are collecting the following optional information to ensure our recruiting efforts are effective. Any information that you choose to provide is not linked to your application and is gathered for recruitment purposes only.

Submission of this information is voluntary and declining to provide it will not subject you to any adverse treatment. The information obtained will be kept confidential within Human Resources and may only be used in accordance with the provisions of applicable laws. If you have questions about this, or how we define any of the following demographics, reach out to our HR department at HR@billionoysterproject.org.

Fingerprinting

Any person working in the New York City Department of Education (NYC DOE) buildings, working with NYC DOE students, or who has access to NYC DOE confidential information is required by New York State law to undergo a security clearance, including fingerprints, prior to commencing services. All prospective employees must have a security clearance before starting work. No one can be fingerprinted by the NYC DOE or undergo security clearance unless they have been added to the organization or agency's Personnel Eligibility Tracking System roster.