

### **Seasonal Human Resources Generalist**

The Fresh Air Fund, an independent, not-for-profit youth development organization, has provided free summer experiences to more than 1.8 million New York City children from low-income communities since 1877. Despite the challenges presented by COVID-19, The Fund continues to provide safe, fun, engaging and enriching experiences for New York City youth to keep the magic of summer alive through virtual and outdoor programs. Fresh Air children also participate in year-round leadership and educational programs. For more information, visit [www.FreshAir.org](http://www.FreshAir.org).

**The Fresh Air Fund (The Fund) seeks an experienced Human Resources Generalist for a seasonal position** to assist with running the daily functions of the Human Resource (HR) department during our busy summer season.

#### **Position Summary**

The HR Generalist provides consultative services to all levels of employees and management regarding policies and procedures, with a focus on summer seasonal hirings. Focuses on improving the organization's capability through the alignment of strategy, structure, people, rewards, metrics, and management processes. Coordinates employee-related programs, manages resolution of employee relations issues, and gathers information on worker attitudes to facilitate employee satisfaction.

#### **Responsibilities**

- Work with ADP to administer benefit plans
- Assist in talent acquisition and recruitment processes
- Conduct employee onboarding and help organize training & development initiatives
- Provide support to employees in various HR-related topics such as leaves and compensation and resolve any issues that may arise
- Promote HR programs to create an efficient and conflict-free workplace
- Assist in development and implementation of human resource policies
- Undertake tasks around performance management
- Gather and analyze data with useful HR metrics, like time to hire and employee turnover rates
- Organize quarterly and annual employee performance reviews
- Enhance job satisfaction by resolving issues promptly, applying new perks and benefits and organizing team building activities
- Additional responsibilities as assigned.

#### **Qualifications**

- Proven experience as an HR Generalist
- Understanding of general human resources policies and procedures

- Good knowledge of employment/labor laws
- Outstanding knowledge of MS Office and HRIS system ADP TotalSource
- Excellent communication and people skills
- Aptitude in problem-solving
- Desire to work as a team with a result driven approach
- BS/BA in Business administration or relevant field
- Additional HR training will be a plus
- Interest in joining a youth development organization and supporting its mission and vision.

**Employment Period:** April through September

**Hours per Week:** 35 hours / week

**Compensation:** \$25 - \$31 / hour

**Benefits:** None

#### **Application Instructions**

To apply, please submit a [Seasonal Human Resources Generalist](#) application. We are hiring on a rolling basis and encourage interested applicants to apply as early as possible. No calls or recruiters, please.

*The Fresh Air Fund is proud to be an equal opportunity employer, committed to inclusive hiring, and dedicated to diversity in its work and on its staff. We strongly encourage candidates of all identities, experiences, orientations and communities to apply.*

***The Fresh Air Fund requires all employees to be fully vaccinated against COVID-19 to work at The Fresh Air Fund. We adopted this policy to safeguard the health of our employees and their families, Fresh Air children and families, and the community at large from infectious diseases. An individual is considered fully vaccinated two or more weeks following receipt of the second dose in a 2-dose series of a COVID-19 vaccine, or two or more weeks following receipt of one dose of a single dose COVID-19 vaccine.***