



Position: Talent Champion (HR Generalist)

Reports to: Finance Director

Location: Wheaton, IL (Temporarily Remote)

Status: Full time salaried with benefits

Organization Description

Seeking to put God's love into action, Habitat for Humanity brings people together to build homes, community, and hope. We envision a world where everyone has a decent place to live.

Habitat is an ecumenical housing ministry that makes possible the dream of home ownership for low income families. By creating an affordable mortgage, typically much less than average rental rates in the market area, we provide stability and an increase in disposable income by 20-30% or more. That increase results in outcomes that most average and above income makers take for granted. These outcomes include: The ability to adequately feed the household; having safe and healthy living conditions; providing for a supportive educational environment that leads to increased rates of high school graduation and college degrees; having health care coverage; being involved in the community; and ultimately providing an increased sense of hope. This game changer is the best method to break the cycle of generational poverty.

DuPage Habitat for Humanity is a locally run affiliate of Habitat for Humanity International, a nonprofit, ecumenical Christian housing organization. DuPage Habitat for Humanity works in partnership with a wide range of stakeholders to build affordable housing that fits the community. The houses are sold to qualifying families at no profit and with an interest free mortgage. DuPage Habitat is in the midst of substantial growth and development. We are a midsized affiliate with an aggressive growth plan that will significantly increase the number of families we serve. We are seeking to make a long-term impact on the supply of affordable housing in DuPage County and the lives of Habitat homeowners.

Job Description

We are seeking to find an individual who will be a key part of the organization's team to take the affiliate to the next level and to be the leading provider and advocate for affordable housing in the region we serve and the leading influence in the Chicago Metro area. The successful candidate will work to add and steward human resources in the delivery of our mission increasing our ability to serve more families annually.

POSITION PURPOSE:

We are looking for a Talent Champion (Human Resources) to join our team and implement various human resources programs. The Talent Champion will have a broad knowledge of human resources functions, from hiring to onboarding and from employee compensation to evaluation. If you have a passion for HR, are familiar with labor law and look to add world changing purpose to your career in the field, this is the place to be. Your role as a Talent Champion will be far from one-dimensional. You'll undertake a wide range of HR tasks, like organizing trainings, administering employee benefits, assist with team member's carrier development, crafting and implementing HR policies. You will be responsible for recruiting and stewarding the careers of both paid staff along with long term and project based pro-bono volunteer staff. You will use Human Resources Information Systems to ensure all employee records are up-to-date and confidential. And you'll also act as the main point of contact for employees' queries on HR-related topics. The goal is to ensure the HR activities run smoothly and effectively to deliver maximum value to the organization as a whole and our team members, making us one of the best places to work.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Lead the talent acquisition and recruitment processes
- Conduct employee onboarding and help organize training & development initiatives
- Administer compensation and benefit plans
- 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
- Maintain employee files and records in electronic and paper form
- Enhance job satisfaction by resolving issues promptly, applying new perks and benefits and organizing team building activities
- Ensure compliance with labor regulations
- Coordination of Employee Resource Groups
- Exhibit high level of communication skills and diplomacy when referring and handing off sensitive matters to members of the Senior Leadership Team.
- Coordinate and implement periodic incentive and compensation payout processes in conjunction with annual strategic policy.
- Execution of assigned HR programs and/or client strategic aligned initiatives.
- Provide project coordination when implementing Performance Management and Talent Development for business units.

SHARED RESPONSIBILITIES:

Works with each Business Unit leaders to meet the Human Resource needs of their department. Supervises the hiring process coordinating staff throughout the process in each department. Works with the department head to schedule the onboarding process for each key individual joining the team and then manages that process from start to finish. Responsibilities include: interviewing, hiring, and training employees and volunteers; planning, assist with appraising organizational work performance; rewarding and disciplining employees; addressing complaints and resolving problems.

THE IDEAL APPLICANT WILL HAVE THE FOLLOWING QUALIFICATIONS:

- * Familiarity with Habitat for Humanity and affordable housing;
- * Strong knowledge of employment laws and practices
- * At least 5 years of HR experience, preferably with familiarity of the Non-Profit sector.
- * Bachelor's degree or equivalent in Human Resources, Business, Organization Development or equivalent.
- * Ability to provide outstanding and inspirational counsel and leadership
- * Excellent interpersonal and intercultural communication skills; excellent oral communication and ability to participate in public speaking events.
- * Excellent oral and written communication skills, comfort handling difficult conversations.
- * Ability to understand and assist in developing and managing budgets and assist in the preparation of associated financial reports.
- * Strong computer skills with experience in Microsoft Office.
- * Interest, enthusiasm, and affinity for changing the world and helping others.
- * Excellent organizational, planning and prioritization skills
- * Strong analytical skills to evaluate trends, solve problems, and recommend action Good collaboration skills, proven success in working with others to deliver results
- * Global and cultural awareness

The successful applicant will work well in diverse teams and with varied constituencies. S/he will be self-motivated, work well under pressure and be able to handle several projects at one time. S/he will have good judgment and, ideally, a sense of humor.

Please email cover letter and resume to: Jobs@dupagehabitat.org

DuPage Habitat for Humanity is an Equal Opportunity Employer

