

# HR Generalist

**Edmundite Missions | Selma, Alabama | Onsite Full-Time or Part-Time minimum 3 days week.**

The Edmundite Missions has been serving the poor and vulnerable for over 80 years, providing food, clothing, shelter, education, and hope. Our mission-advancement approach focuses on meaningful engagement with donors and partners who share our commitment to making a difference in the lives of those we serve.

As the organization grows, we are now seeking a hands-on HR Generalist reporting into our VP Finance and Administration and will be mentored by a Fractional HR consultant. The role is inclusive of all HR functions, with distinct emphasis on compliance, employee relations, training, employee communications, engagement, and problem-solving.

## **Job Summary**

Experienced and detail-oriented HR Generalist skilled in managing day-to-day human resource functions within small to mid-sized organizations. Proficient in handling recruitment, onboarding, employee relations, benefits administration, compliance, and performance support with accuracy and efficiency. Known for delivering practical HR solutions that keep the workforce running smoothly and support managers and employees with timely guidance. Adept at maintaining HR policies, ensuring regulatory compliance, and fostering a positive workplace culture through hands-on problem solving and responsive communication. A reliable HR partner who balances administrative excellence with employee advocacy in mission driven environments.

Schedule:

Open to Full-Time and Part-Time, minimum 3 days a week on-site. (Other schedule options considered).

## **Responsibilities:**

- Serve as the primary HR contact for all staff and managers.
- Proactively manage HR compliance: policy development, record-keeping, legal updates, and ensuring adherence to employment laws.
- Conduct and document workplace investigations (e.g., complaints, safety incidents, disciplinary actions).
- Lead onboarding, new hire orientations, and exit interviews.
- Design and facilitate staff training: compliance, harassment, performance, and other organization-specific needs.
- Manage employee communications and engagement initiatives to promote an inclusive culture.

- Partner with management and the fractional consultant on organizational development, employee relations, and conflict resolution.
- Handle benefits administration, payroll updates, and communications with service providers.
- Maintain accurate HRIS and employee files.
- Support recruitment and selection, including job postings, screening, interviewing, and offer processes.
- Advise on compensation practices and ensure accurate FLSA classification.
- Promote a culture of trust, service, and mission alignment.
- Use problem-solving skills to address HR challenges effectively and independently.

### **Requirements:**

- Bachelor's degree in HR, Business, or related field; HR certification preferred.
- At least 2 years of experience working in a professional environment, preference for experience in an HR role. For those with HR degrees, intern experience in HR will also be considered.
- Knowledge of employment law, HR compliance and best practices in employee relations.
- Strong attention to detail, compliance orientation, and problem-solving skills.
- Excellent communication, confidentiality, and problem-solving skills.
- Ability to independently manage multiple priorities and handle sensitive issues and influence culture.
- Willingness to learn including investigation procedures and training facilitation.

### **Characteristics:**

- An unquestionable personal code of ethics, integrity and trust
- Appreciation of the Catholic Church, its teachings and traditions
- Personal compassion for and commitment to those in need and respect for all individuals irrespective of their personal circumstances

To express your interest, please email your resume and cover letter to  
[HR@edmunditemissions.org](mailto:HR@edmunditemissions.org)