Join an organization at the forefront of health advocacy across the nation
Community Catalyst is a national non-profit advocacy organization working to build consumer and community leadership to transform the American health system. Our first priority is quality, affordable health care for all and to ensure that all individuals and communities sustain the power to influence local, state and national decisions that affect their health. Since 1998, we have provided leadership and support to consumer organizations, policymakers and foundations working to ensure the health care system serves everyone – especially historically marginalized communities. Community Catalyst strengthens organized consumer voices in communities, at statehouses and on Capitol Hill when advocates fight for changes that improve our health. As an organization, we believe an inclusive and open environment fosters creativity, contributes to the quality of our work, and provides growth opportunities for our employees. Additional information is available at [www.communitycatalyst.org](http://www.communitycatalyst.org).

Position Overview: Your role as an HR Generalist will be far from one-dimensional. You’ll undertake a wide range of HR tasks, like organizing trainings, administering employee benefits and leaves and crafting HR policies. 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 department’s operations will be running smoothly and effectively to deliver maximum value to the organization as a whole.

Supervision
The Human Resources Generalist will be supervised by the Human Resources Director.

HR Areas of Responsibility:
- First Level Leave of Absence Support
- Background Checks
- Verification of Employment
- Unemployment Claims
- Health & Welfare Benefits Administration (including Open Enrollment related tasks)
- First Level Compliance
- Lead performance management review process
- Workers Compensation Claims Management
- First Level Employee Relations
- Gather and analyze data with useful HR metrics, like time to hire and employee turnover rates
- Participate in project work
- Back up for HRIS Specialist
- Lead talent acquisition and recruitment processes
- Conduct employee onboarding and help organize training & development initiatives.
• Assist in development and implementation of human resource policies
• Maintain employee files and records in electronic and paper form
• Other duties as assigned by manager

**Job Requirements:**
• Minimum of two years of HR experience. Bachelor’s degree (preferred)
• Experience using payroll and/or HRIS systems
• Detail oriented, strong organizational skills
• Strong communication skills (written and verbal)
• Ability to work independently, as well as in a team
• Strong knowledge of HR policies and procedures
• Strong knowledge of hiring processes
• Understanding of HR best practices and current regulations
• Sound judgment and problem-solving skills
• Customer-focused attitude, with high level of professionalism and discretion
• Sense of urgency and timeliness
• Strong Microsoft Word and Excel skills
• Ability to work in a changing, fast-paced environment

**Benefits & Salary**
• Salary Range: $55,000 – $65,000
• Generous paid time off policy
• Robust benefits package
• Convenient downtown Boston location

**Applicants should submit a resume with a one page cover letter briefly summarizing their interest in and qualifications for the position to: [jobs@communitycatalyst.org](mailto:jobs@communitycatalyst.org). Please put “Human Resources Generalist” in the subject line.**

*Community Catalyst is strongly committed to building a work environment that recognizes, respects, and encourages the unique contributions of a broad spectrum of qualified employees. We strive to make employment decisions that support inclusion to maintain a work atmosphere that is diverse, equitable and promotes family-friendly practices and work-life benefits so that people of diverse backgrounds and lifestyles may grow personally and professionally. We do not discriminate in hiring based on age, color, ethnicity, race, national origin, primary language, religion, socio-economic status, family status, mental and physical disabilities, veteran status, gender identity characteristics and/or expression, sex, medical condition, sexual orientation or any other classification that is protected by federal, state, or local law. Through all of our programs, Community Catalyst works to build a better future for all individuals by advancing health equity, focusing on people of color, immigrants, as well as disability, gender, sexual identity and socio-economic status. It is important for our staff to reflect the diverse communities with which we work. People of color, LGBTQ identified people, gender-nonconforming people, individuals with disabilities, veterans, and people who speak a language in addition to English are encouraged to apply.*