

Position: Human Resources Generalist
Reports To: Director of Finance & Administration
Status: Part-Time (20 hours/week) / Non-Exempt
Compensation: \$26-30/hour



- Maintain a thorough understanding of the organization's collective bargaining agreements and applicable union employment requirements, ensuring compliance with all contractual obligations.
- Maintain personnel files and HR records in accordance with legal and organizational requirements.
- Assist with employee handbook updates, policy development, and implementation of HR best practices.
- Support audits, reporting requirements, and HR-related organizational initiatives.

Organizational