



JOB POSTING

Human Resources Generalist

JOB TITLE: *Human Resources Generalist*

REPORTS TO: *Human Resources Director*

SALARY BAND: *\$40,000 - \$45,000 per year*
Benefit Package Options Available

The Human Resources Generalist will be responsible for performing HR-related duties on a professional level and working with management and staff in performing the Agency's Human Resources function. The Human Resources Generalist will carry out responsibilities in the following functional areas: talent acquisition, benefit administration, leave management, policy interpretation, training and development, employee recognition and compliance.

See Job Description for detailed description of position

Please send resumes to:
humanresources@impactca.org

Applications are available at:
700 East Bryden Road
Columbus, Ohio 43215

A review of resumes will begin on January 7, 2019 and the position will remain open until filled.

EQUAL EMPLOYMENT OPPORTUNITY: *Federal and State laws apply to all forms of employment decisions and actions, including pre-employment inquiries. IMPACT Community Action is an equal opportunity employer and complies with applicable State and Federal laws relating to employment practices.*