

**INSTITUTE FOR NONVIOLENCE CHICAGO**

**POSITION TITLE:** HR Generalist

**REPORTS TO:** Director of Human Resources

The Institute for Nonviolence Chicago's mission is to end the cycle of violence using Dr. Martin Luther King, Jr.'s principles and teachings of nonviolence. Informed by a philosophy of nonviolence, Nonviolence Chicago will establish caring and sustained relationships with participants engaged in the cycle of violence. We will emphasize partnerships with community members, leaders, social service providers, and local law enforcement to reduce community levels of violence. We will help create a safer, healthier environment for young adults, youth, and their families. These general approaches will be specifically addressed using major methods: Community Violence Intervention (CVI) / Street Outreach, Individualized Service Provision, Victim Support Services, and Nonviolence Training.

**POSITION OVERVIEW:**

The HR Generalist serves as a business partner and resource for employees and management. Responsible for full-cycle recruiting, training and development, audits, compensation, benefits, and maintenance of employee records. Assists with guiding managers on employee relations matters. Communicate policies and procedures and ensure company compliance.

**ESSENTIAL FUNCTIONS/RESPONSIBILITIES:**

- Responsible for updating employee personnel files. Ensures data integrity and confidentiality of information.
- Assists with full cycle recruitment including posting positions on job boards, managing internal postings, and screening applicants.
- Partner with the Director of HR to update job descriptions and job listings, and craft appropriate job-specific interview processes and workflows.
- Assists with facilitating INVC's employee orientations ensuring required documentation is completed.
- Coordinate diversity, equity, and inclusion plans and initiatives.
- Conduct exit interviews, analyze data, and make recommendations to the management team.
- Ensures that company processes and policies are communicated to employees.
- Review, track, and document compliance with mandatory and non-mandatory training.
- Conduct reference checks.
- Perform administrative skills such as filing and copying.

**QUALIFICATIONS:**

- Bachelor's degree preferred with at least one to two years of human resources experience.

- Must have a valid Illinois driver's license and be able to independently travel throughout Chicago and the surrounding suburbs.
- Basic computer skills, including the ability to complete required research, and data entry tasks, communicate via email, and complete basic word processing tasks, as needed.
- Excellent verbal communication skills and ability to communicate effectively in writing.
- Ability to communicate effectively both verbally and in written form with a diverse population.
- Possess a strong sense of compassion and patience for serving an underserved population.
- Passion for and commitment to the mission, vision, and values of INVC
- Highly organized with good time management skills
- Able to maintain the highest levels of confidentiality.

**SALARY/BENEFITS:**

Competitive/commensurate with experience and other qualifications. Competitive benefits package available, including Health, Life, and 401K. Employment with INVC requires proof of vaccination or an approved medical exemption.

**To apply, please send a cover letter along with your resume to [hire@nonviolencechicago.org](mailto:hire@nonviolencechicago.org).**

**Institute for Nonviolence Chicago -- EEO Statement**

Institute for Nonviolence Chicago provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, the Institute for Nonviolence Chicago complies with applicable state and local laws governing nondiscrimination in employment in every location in which the organization has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.