



## HUMAN RESOURCES GENERALIST

**Department:** Administration- Human Resources  
**Reports to:** Senior Director of Finance & Ops  
**Location:** Anchorage  
**Starting Salary:** \$73,000

**Classification:** Exempt  
**Status:** Full-time  
**Revision Date:** 5/28/2026

### **Position Summary:**

The Human Resources Generalist will manage the day-to-day operations of the human resources department with responsibility for recruiting, onboarding, employee relations, benefits and compensation administration, policy support, compliance, and HR recordkeeping. This position creates a positive, mission aligned workplace while ensuring the HR practices are applied consistently, fairly and in compliance with state and federal regulations.

### **Minimum Qualifications**

- Bachelor's degree in Human Resources, Business, Law or a related field, preferred
- A minimum of three to five years of experience in full spectrum human resources, preferably in a nonprofit environment
- SHRM-CP, SHRM-SCP, PHR, or SPHR certification highly preferred

### **Essential Functions**

- Manage recruiting and hiring coordination, including posting jobs, assisting managers with screening applicants, scheduling interviews, and preparing offer letters
- Lead onboarding and offboarding processes, including background checks, new hire orientation, exit interviews, and termination documentation
- Serve as a point of contact for employee questions regarding HR policies, benefits, leave, and workplace concerns
- Administer employee benefits, including open enrollment support, plan changes, vendor communication, and benefits reconciliation
- Administer worker's compensation, including incident reporting, filing claims, coordination with insurance carrier, employee leave, payroll reporting, and follow up with employees to ensure compliance and provide support
- Maintain personnel files, HR records, and other HR compliance documentation
- Support employee relations matters, performance management, coaching documentation, and corrective action processes
- Develops and maintains HR policies, procedures, and handbook updates in compliance with federal, state, and local employment laws
- Serve as liaison between AWAIC and PEO for all HR related matters
- Develop, implement and manage AWAIC's volunteer program
- Coordinate required training, certifications, and compliance reporting



- Prepare HR reports and metrics for leadership as needed
- Maintains compliance with federal, state, and local employment laws and regulations, and recommends best practices; reviews policies and practices to maintain compliance
- Maintains knowledge of trends, best practices and makes recommendations to leadership
- Support culture-building, employee engagement, and retention efforts aligned with the agencies mission, values and strategic plan
- Performs other duties as assigned.

### **Knowledge, Skills, and Abilities Required:**

- Sound and logical judgment, critical thinking, and reasoning.
- Understand and comply with all agency policies and procedures.
- Understand and incorporate Trauma-Informed Care practices into continuity of care
- Demonstrate cultural humility and develop positive and supportive relationships with others.
- Knowledge of crisis intervention, de-escalation, and prevention.
- High degree of sensitivity to and respect for diversity and cultural issues involved in working with individuals of varying ethnicities and incomes.
- Ability to utilize a mixture of evidence-based analysis, wisdom, and judgment to effectively make decisions.
- Dedication to maintaining a continued awareness of innovative service provision to AWAIC's population.
- Effective and innovative problem solving and conflict resolution skills and behaviors.
- Demonstrated ability to work independently, handle multiple concurrent projects, meet deadlines, and manage priorities.
- Knowledgeable and proficient in typical office software programs and applications.
- Consistent demonstration of ethics, integrity, fairness, and trustworthiness.
- Excellent oral, written, and public communication skills.
- Effective, supportive, and positive interpersonal communication skills and behaviors.
- Ability to demonstrate empathy and compassion consistent with the organization's guiding principles and values.
- Strong degrees of self-discipline, self-confidence, and self-development.

### **Working Conditions**

- Noise level is mild to moderate, consistent with office and residential environments.
- Must have the ability to communicate information and ideas so others will understand. Must be able to exchange accurate information in these situations.
- Must have the ability to observe details within close range.
- Must be able to remain in stationary position for extended periods of time.
- Must be able to move within the office to access files and office equipment.
- Consistently operates a computer and related office machinery.
- Must be able to ascend/descend stairway, possibly without the assistance of an elevator
- Occasionally moves items up to 40 pounds, including while ascending/descending stairways.
- Occasional stooping or kneeling
- Exposure to topics related to domestic violence, other types of abuse, substance use, and other emotionally sensitive situations and subjects



## **AWAIC is an Equal Opportunity Employer**

### **Acknowledgement**

<b>Employee</b>	<b>Date</b>	<b>Supervisor</b>	<b>Date</b>
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**Note:** This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.

A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities.

To perform this job successfully, the incumbent(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities.

This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.