



## Human Resources Associate

### ABOUT GREAT RIVER GREENING

Great River Greening is a leading environmental restoration nonprofit with a mission to inspire, engage, and lead local communities in conserving and caring for the land and water that enrich our lives. We have a small, but mighty team that restores 5,000+ acres of land across Minnesota annually. We offer flexibility, a friendly work culture, supportive Board of Directors, hybrid work options, and opportunities to grow.

Great River Greening values Science, Community, Partnership, Education, and Environmental Equity. Great River Greening is an Equal Opportunity Employer. Candidates of all backgrounds, including women, candidates of color, LGBTQ, or candidates with non-traditional work or experience backgrounds are encouraged to apply. See [www.greatrivergreening.org](http://www.greatrivergreening.org) for more information.

### Position Description

The Human Resources Associate works with the Finance & Administrative team to support Great River Greening's overall goal to align the staff team with the organization's strategic objectives in a positive and productive work environment. This professional is responsible for supporting the recruitment, hiring, onboarding, and retaining team members. Help protect Minnesota's land and water through your people and organizational skills!

The Human Resources Associate reports to the Finance & Administration Director. The position is an exempt, full-time role with benefits including health, dental, 401k, LTD, Dependent Care and Health Care FSA, life insurance, and a PTO plan. Salary range is \$50,000 - \$60,000 annually, depending upon experience. Great River Greening offers a flexible workplace and staff are currently working hybrid, with one day in the office—Tuesdays—required.

### Primary Duties and Responsibilities:

#### **Recruiting, Hiring, Onboarding – 30%**

- Execute end-to-end recruitment processes, including drafting job descriptions, posting openings, reviewing resumes, and conducting initial candidate screenings.
- Coordinate interviews, assess candidates' qualifications, and collaborate with hiring managers to facilitate the selection process.
- Conduct onboarding procedures for new hires, ensuring a seamless integration into the organization.

#### **Benefits and Insurance – 30%**

- Administer employee benefits programs, including health, dental, 401k, life insurance, and health spending accounts (HSA).
- Serve as a point of contact for employees regarding benefits-related inquiries and assist in problem resolution.
- Collaborate with external vendors and insurance providers to ensure effective and competitive benefits offerings.

- Conduct benefits orientation sessions for new employees, explaining available options and facilitating enrollment processes.

#### **Employee Relations – 20%**

- Foster positive employee relations by addressing inquiries, concerns, and conflicts in a timely and effective manner.
- Collaborate with leadership to facilitate and continuously improve the annual performance assessment process.
- Conduct exit interviews and analyze feedback to identify trends and areas for improvement.
- Maintain confidential employee records and documentation related to employee relations matters.

#### **Workplace Culture – 20%**

- Support and help champion the organization's commitment to diversity, equity, inclusion, and environmental justice by integrating inclusive practices into all aspects of our workplace environment.
- Coordinate and promote staff training sessions, professional development initiatives, and other employee engagement activities.
- Contribute to the development and implementation of HR policies and procedures
- Perform general administrative support and other duties as assigned.

#### Skills and Abilities

- Excellent verbal and written communication skills.
- Strong customer service skills with internal and external stakeholders.
- Ability to work effectively with partners who are significantly diverse with respect to age, race, ethnicity, gender orientation, socio-economic status, nationality, and religion.
- High emotional intelligence, high cultural competency, strong personal alignment with Great River Greening's diversity, equity, inclusion, and environmental justice values.
- Understanding of HR policies and procedures including local, state, and federal compliance.
- Ability to maintain absolute confidentiality regarding employee information.
- Detail-oriented with excellent organizational and time-management abilities.
- A "yes and" attitude! Open to new ideas, collaborative, and excited to figure out what works.
- A passion for the mission and values of Great River Greening.

#### Qualifications

- 2+ years translatable or direct experience in Human Resources.
- Knowledge of MS Office programs, Sharepoint, and QuickBooks Online a plus.

#### Application Instructions

- Submit **cover letter addressing the qualifications and resume** by e-mail to: Grant Seipkes, Director of Finance and Administration, [gseipkes@greatrivergreening.org](mailto:gseipkes@greatrivergreening.org)
- Rolling application and position is open until filled.