



### **Human Resources Generalist (part time)**

ASSOCIATION FOR ENTERPRISE OPPORTUNITY (AEO) is the leading voice of innovation for microfinance and microbusiness. Our mission is to create economic opportunity for underserved entrepreneurs throughout the United States. We engineer transformational change through research, convening, incubation, and advocacy to foster a robust and inclusive marketplace. For more than 30 years, AEO and our 2,700+ member organizations have helped millions of entrepreneurs support themselves and their families while contributing to their communities through business ownership.

AEO is seeking a part-time Human Resources Generalist to support the routine HR functions for the organization including hiring and interviewing staff, administering pay, benefits, and leave, and enforcing company policies and practices. The ideal candidate will have experience supporting and guiding managers in their supervision role and responsibilities, providing advice related to employee discipline and performance management, and developing HR policies and procedures as well. The HR Generalist will also be involved with employee orientations, benefits administration, compensation, rewards, and conflict resolution, but there is great opportunity for developing and refining processes. We are eager to find an HR Generalist who easily connects with people and has a detail-oriented mindset to handle the changing nature of our workforce.

#### **Duties/Responsibilities**

- Partners with the leadership team to understand and execute the organization's human resource and talent strategy particularly as it relates to current and future talent needs, recruiting, retention, and succession planning.
- Manages the talent acquisition process, which may include recruitment, interviewing, and hiring of qualified job applicants.
- Analyzes trends in compensation and benefits; researches and proposes competitive base and incentive pay programs to ensure the organization attracts and retains top talent.
- Maintains compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews policies and practices to maintain compliance.
- Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law.
- Performs other duties as assigned.

#### **Required Skills/Abilities**

- Excellent verbal and written communication skills.
- Excellent interpersonal, negotiation, and conflict resolution skills.
- Excellent organizational skills and attention to detail.
- Strong analytical and problem-solving skills.

- Ability to act with integrity, professionalism, and confidentiality.
- Thorough knowledge of employment-related laws and regulations.
- Proficient with Microsoft Office Suite or related software.

### **Education and Experience**

- Bachelor's degree in Human Resources, Business Administration, or related field required.
- A minimum of three years of human resources experience preferred.
- HR certification highly desired.

### **We Offer**

- Competitive compensation based on experience
- Part-time employees working at least 30 hours per week will earn vacation and sick leave on a prorated basis.
- A collaborative and high-performing work environment

### **TO APPLY**

Interested applicants should send a cover letter and resume to [careers@aeoworks.org](mailto:careers@aeoworks.org). In your cover letter, please include: your unique qualifications for this position, your salary requirements, and how you learned of this vacancy.

*AEO is clear of its vision to be a place where a diverse mix of talented people want to come, to stay, and do their best work. We are proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, disability, age, or veteran status.*