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## HUMAN RESOURCES GENERALIST

### ABOUT US

The Saugatuck Center for the Arts (SCA) is a non-profit arts and cultural organization serving West Michigan's lakeshore community. We offer year-round live performances, classes and workshops for adults and children, outreach programs, festivals, exhibitions, a Summer Market, and professional theatre in the summer. The SCA is also a rental facility for weddings, receptions, meetings, and more.

### PRIMARY FUNCTION

The Human Resources (HR) Generalist is a part-time, administrative staff member who supports the entire SCA team. They build strong internal relationships through outstanding communication and HR best practices. This is a new position, requiring an individual who enjoys prioritizing the implementation of new HR processes and procedures.

The HR Generalist works independently, with some opportunity for remote work.

### JOB DESCRIPTION

#### Working Relationships

- Reports to Executive Director
- Collaborates with other staff around HR processes

#### Dimensions

- Focus on growing HR processes and procedures at the SCA
- Look for ways to support management
- Priority on improving new and existing team member experiences

#### Principal Duties & Responsibilities

- Responsible for hiring process, including assisting with job description creation and updates, posting open positions online, screening applicants for minimum qualifications, scheduling interviews, creating interview questionnaires, participating in interviewing, as needed,
- Drafts offer letters, ensuring communication with applicants is timely and represents the SCA brand well
- Responsible for pre-employment process and onboarding of new hires, including running background checks, compiling new hire paperwork, ensuring full time new hires are provided with appropriate benefits information and forms, assisting management with onboarding plans following the team member's first day
- Manages employee files and other HR document retention, coordinating annual review of the Employee Handbook and other HR policies and procedures
- Formalizes a performance feedback and management process and related documentation and coaches management team on employee issues
- Works with management to coordinate a regular pay review schedule
- Schedules and tracks training (harassment, active shooter, safety, first aid/CPR/AED, OSHA 30, TIPS, diversity & inclusion, etc.)
- Completes exit interviews when team members leave the organization
- Retains Food license / liquor license
- Acts as the main point of contact for the medical/dental insurance companies
- Looks for ways to improve workplace and guest safety at the SCA
- Implements HR best practices in other HR areas

### WORK ENVIRONMENT

- This is a part-time position, with opportunity for some hours to be virtual as needed
- Projected Hours:
  - 10 hours per week (hours may fluctuate depending on need)
- Work is completed within an office environment.

### EXPERIENCE, EDUCATION, AND SKILL SETS

- A bachelor's degree in Human Resource Management or 5+ years of Human Resources Generalist experience required
- High level of confidentiality
- Strong knowledge of HR laws and regulations
- Experience updating employee handbooks, policies, and procedures
- Experience creating HR documents
- Experience with record retention
- Experience with onboarding and offboarding of team members
- Experience working with contracted labor a plus
- Strong attention to detail
- Strong verbal and written communication skills
- Growth mindset: Interested in problem solving and learning new skills
- Excellent interpersonal and customer service skills
- Ability to collaborate and be a team player
- Ability to prioritize workload, meet deadlines and manage multiple projects simultaneously
- Proficiency in Microsoft Word, Excel, Google Workspace (drive, docs, sheets, etc.)

**COMPENSATION:** \$20/hour

**TO APPLY:** *Send resume and cover letter to [careers@sc4a.org](mailto:careers@sc4a.org).*

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