



Human Resources Generalist

POSITION TITLE:	Human Resources Generalist
FLSA:	Exempt
STATUS:	Full Time
REPORTS TO:	Vice President, Program Operations
LOCATION:	Silver Spring, MD

What We Need

The National Marine Sanctuary Foundation (the Foundation) is seeking a Human Resources Generalist who will be a critical member of the program operations team. We're looking for a talented and forward-thinking leader who prioritizes day-to-day human resources and operational functions, developing a diverse and inclusive workplace. The right person for this role can capably lead, plan, and oversee human capital development and related functions to meet organizational objectives, and the ability to work independently, troubleshoot issues, and take immediate action when necessary.

As the HR Generalist, you'll report to the Vice President of Operations, and be responsible for developing a high-performing workforce, recruiting and onboarding new employees, coordinating benefits administration, and developing and maintaining positive employee communications for 60+ staff in Silver Spring and throughout the U.S. You'll be the steady go-to for employees who balances human resources management with seamless and efficient working environment for staff.

The National Marine Sanctuary Foundation is committed to cultivating and preserving a culture of inclusion, equity, and belonging. We are dedicated to attracting, retaining, and celebrating a diverse staff. We honor experiences, perspectives, and unique identity, and welcome the contributions that you can bring in terms of your education, opinions, culture, ethnicity, race, sex, gender identity and expression, nation of origin, age, languages spoken, veteran's status, color, religion, disability, sexual orientation, and beliefs. We can grow and learn better together with a diverse team of employees in an inclusive and open work environment.

What You'll Do

Build and sustain a diverse and inclusive workforce.

- Maintain job classification and compensation systems, and keep impeccable personnel records;
- Foster employee participation in and ensure access to available trainings;
- Develop the Foundation's hybrid workplace of the future;
- Coordinate all the steps A-Z to recruit and retain talented professionals to meet the needs of our growing organization;
- Ensure accurate time and payroll records;
- Support a talent pipeline through developing and managing internship and volunteer opportunities;



- Provide your insight into the Foundation's budget for personnel and operations.

Ensure employees enjoy a robust and industry-competitive benefits package.

- Recommend budget-conscious plan adjustments that increase value of benefits to employees and competitiveness of Foundation as an employer;
- Encourage employee participation in full benefits package and act as a resource and liaison for employees to access benefits offered.

Protect the organization from undue risk.

- Ensure the Foundation and our employees are in compliance with applicable personnel policies and labor laws;
- Work with agents and brokers to sustain optimal insurance coverage for the organization and its employees;
- Institute best practices and keep personnel handbook up to date and employees updated on changes;
- Facilitate conflict resolution, working with legal counsel as may be necessary.

Sustain a highly engaged and loyal team.

- Implement ideas that make hybrid meetings inclusive, efficient, and effectively share actions and decisions;
- Revamp the Foundation's onboarding process to launch employees into their role as productive ambassadors of the Foundation's mission;
- Build morale through team building activities and employee events;
- Lend an ear as a diplomatic listener for employee concerns and feedback.

Provide consistent access for employees to organization systems and resources

- Liaison with IT company to ensure employees can access the appropriate technology resources;
- Keep us organized—help develop organizational forms, digital file organization, and productivity systems, and track inventory of organizational property.

Who You Are

- An engaging and proactive human resources professional who is ready to be the go-to for all HR needs for a non-profit organization with a passionate and mission-focused team spread across the U.S.
- Completed a bachelors degree, have 3-5 years of progressive experience in human resources, and ideally, certification from HRCI or SHRM.
- A person who is empowered by knowledge, with a working knowledge of labor laws, and the ability to research those with which you aren't familiar.
- You know your way around HRIS systems, employee databases, and payroll systems, and know how to create and read spreadsheets, and develop and review budgets.
- You are an ambassador for the organization, who can deliver good news with enthusiasm, bad news with compassion, and a thoughtful diplomat who can defend our positions and policies.



- You have a way of knowing when details don't seem right, and aren't afraid to ask questions and act quickly to get things fixed.
- Your pet peeve is missed deadlines, you are organized and reliable, and known as the person who 'gets it all done,' and are the ultimate juggler of competing priorities.
- You are a team player and open to all, but not a gossip. You keep confidences, and use discretion with personal and confidential information.
- You care about the future of our ocean, coasts, and Great Lakes!

Why You Will Love Us

- Dedicated and passionate staff committed to marine and Great Lakes conservation.
- Two weeks paid annual leave, plus paid time off the week between December 25 and January 1; and 12 paid holidays.
- Two weeks paid sick leave
- Health Benefits: Medical with an FSA option; dental, and vision
- Foundation paid Life and Disability Insurance
- Preparing for the Future: 403(B) with employer contribution after one year of service
- Commuter Benefits
- Cell Phone Reimbursement

Where Do I Apply?

[APPLY HERE](#) Applications must include a resume, cover letter, and at least three professional references.

Compensation and Benefits: \$74,000-\$82,000 based on experience. The Foundation offers a competitive benefits package.

COVID-19 considerations:

Potential for remote work until the COVID-19 pandemic restrictions lift; Post-pandemic restrictions, VP and HR Generalist can negotiate for remote work for part of work week on an ongoing basis. The National Marine Sanctuary Foundation requires proof of COVID-19 vaccination from all employees.

The National Marine Sanctuary Foundation is an equal opportunity employer committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

This commitment applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, and training. The Foundation makes hiring decisions based solely on qualifications, merit, and business needs at the time.