



Human Resources Generalist

The National Association for Latino Community Asset Builders (NALCAB) is a national membership organization representing 200+ nonprofits that serve diverse Latino communities in 46 states, Washington, DC and Puerto Rico. With offices in San Antonio, TX and DC, we are a grant maker and US Treasury-certified Community Development Financial Institution (CDFI). We support our members through training, funding, policy advocacy and resources to amplify the impact of their programs and services. Working together, the NALCAB network is able to affect real change.

NALCAB Network members invest in their communities by building affordable housing, addressing gentrification, supporting small business growth, and providing financial counseling on issues including credit building and homeownership.

Our Mission: NALCAB Strengthens the economy by advancing economic mobility in Latino communities.

Summary

Under the supervision of the Senior Director of Human Resources & Organizational Culture, the Human Resources Generalist will provide support on a wide variety of human resources activities such as recruiting, performance management, policies, training, presentations, and initiating improved streamlined processes. The Human Resources Generalist will assist in advancing NALCAB's human resources and organizational culture efforts. This position does not include direct supervision of others.

Essential Duties and Responsibilities

- Support recruiting activities such as job postings, tracking candidate interviews, employment applications, background checks, and reference checks.
- Prepare and contribute to in person and virtual onboarding processes of new NALCAB staff members.
- Maintains updates to the organization's performance management system and communicates updates to staff, including training.
- Contributes to the organization and accuracy of physical personnel files and digital HR documents.
- Assist with the coordination of internal and external meetings.
- Support the development and facilitation of staff training and presentations.
- Conduct research related to data collection results and analysis for reporting.
- Maintain active engagement of NALCAB staff to gauge the organizational climate and promote employee retention.
- Stay informed of new developments, systems, and innovations related to human resources best practices.



- Create and revise job descriptions when necessary, including analysis of salary trends.
- Establish and maintain effective working relationships within the organization and with external service providers.
- Promote NALCAB's positive office culture.

Qualifications

- Bachelor's degree in human resources, Business Administration, or another related field of study; experience equivalent to a Bachelor's degree; and/or Human Resources professional certification.
- Three (3) or more years of experience working in a human resources capacity in an organizational setting.
- Outstanding written, verbal, and interpersonal communication skills.
- Must be able to work in-office multiple days per week.
- Skilled and comfortable utilizing a personal computer, learning/using software programs such as, Zoom, Microsoft Office, and other software programs daily.
- Must understand, carry out, and follow through on oral and written directions.
- Maintain a high standard of confidentiality.
- Bilingual: English/Spanish (preferred).

Work Environment

The work environment is representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Position Type

Full-Time

Compensation

Salary Range: \$51,000.00-\$63,000.00 per year, based on experience and education.

Location of Employment:

San Antonio, Texas

Benefits & Organizational Culture

NALCAB offers a wide range of benefits. NALCAB pays for a large portion of insurance premiums to drive the down the cost for employees. Some key benefits include competitive Health/Dental/Vision insurance, employer paid group life and accident insurance eligible on the first day of employment. 401K with up to a 5% employer match, tuition reimbursement up to \$500.00 per year for professional development and up to \$1,500.00 per year for an educational accredited degree program. Paid holidays, 2 Wellness Days, 10 vacation days, and 12 sick days per year. Paid time for volunteering, bereavement, and voting.



NALCAB is commitment to a positive organizational culture starts with investing in its employees. Some resources offered are internal coaching opportunities; staff retreats that support employee connections and team building; access to self-paced and instructor lead learning tutorials; learning modules and eBooks; customized employee individual development plans; and periodic internal staff training opportunities.

To Apply

To respond to this opportunity, please email resume to:

Jobs@nalcab.org

Please add *Human Resources Generalist* in the subject line.

EEO Statement

NALCAB is committed to providing an environment of mutual respect where equal employment opportunities are available to all applicants and staff without regard to race, color, religion, sex, pregnancy, national origin, age, physical and mental disability, marital status, sexual orientation, gender identity, gender expression, military and veteran status, and any other characteristic protected by law.