



United Way of King County

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# We're looking for a HR Generalist

Salary Range DOE: \$67,404 - \$70,951

### Here's a bit about what you'd be doing in this role:

- Support effective recruitment and staffing strategies to attract a diverse pool of qualified talent for United Way of King County.
- Reviews benefit eligibility and enrollments for compliance and completed enrollment tasks throughout the benefits portfolio.
- Collects and reviews all incoming invoices, assists in auditing benefit invoices to current census, ensures correct coding, submits to Accounting.
- Performs routine tasks required to administer and execute human resource programs including but not limited to compensation, benefits, and leave; disciplinary matters; disputes and investigations; performance and talent management; productivity, recognition, and morale; occupational health and safety; and training and development.

### You'll be a great fit if you have a:

- Demonstrated strong administrative, organizational, customer service, and interpersonal skills.
- Demonstrated ability to handle multiple priorities and deadlines and to seek for assistance when appropriate.
- Demonstrated ability to work and interact with a variety of people at all levels within the organization.

## > Our Values

### Unity

Standing together as a community for the good of our community

### Innovation

Trying out-of-the-box solutions to issues and partnering with agencies who do the same

### Integrity

Doing what's right for our community and the people in it, even in adverse or tense situations

## > Make an Impact

- Opportunities to work with smart, passionate, and enthusiastic team members and volunteers
- Ongoing collaboration with diverse staff and other constituents
- A desirable culture of high-performance expectations and accountability
- Exciting and challenging work Opportunities to help solve the community's toughest problems
- Competitive pay that is commensurate with demonstrated successful performance and experience

## Our Commitment to Racial Equity

We believe in collective action and putting people first. Having staff, volunteers and supportive community members who represent diverse backgrounds and experiences results in better service to our communities. We strive to create a welcoming and inclusive work environment where everyone can be their true and authentic selves.

Because of structural and systemic racism, we must face these root causes and racist systems that created these disparities head on. This work is a big part of every team member's role at United Way, and a variety of internal and external committees and working groups have been created with the goal of having a place for every employee to contribute to this work. Learn more about our [racial equity work](#).

## Some of Our Benefits



Medical, dental, vision + life insurance



32 Days of PTO (Incl. Holidays)



Subsidized Orca Card Transit Pass



403(b) retirement savings plan