



San Diego Pride

Job Description: Human Resources Generalist

Job Title: Human Resources Generalist
Reports to: Deputy Executive Director
FLSA Status: Exempt
Position Type: Fulltime
Pay: \$66,560/yr

Benefits: Medical, Dental, and Vision Insurance, PTO, 15 Holidays, & Professional Development
Schedule: M-F, Some Nights & Weekends
Location: In-Office

ABOUT SAN DIEGO PRIDE: San Diego Pride is a 501(c)(3) nonprofit organization with a mission to foster pride, equality, and respect for all lesbian, gay, bisexual, and transgender communities locally, nationally, and globally. San Diego Pride is a year-round LGBTQ education and advocacy organization and one of the oldest LGBTQ-serving nonprofits in San Diego, best known for our annual flagship celebrations - the Pride Parade and Festival - that brings together more than 350,000 individuals from San Diego and across the globe. San Diego Pride is also the most philanthropic Pride organization in the world, having distributed over \$3 million to LGBTQ-serving nonprofits since 1996.

ABOUT THE POSITION: The Human Resources Generalist will play a key role in fulfilling Pride's mission by overseeing the organization's human resource and office administration functions. This position partners with executive leadership to understand and execute the organization's human resource and talent strategy, as well as cultivate a consistent and positive employee culture with an inclusive ethos. The ideal candidate will be passionate about the mission of San Diego Pride, enjoy an open work setting, and incorporate the highest levels of ethics and professionalism.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Oversee the complete employee life cycle including recruitment, benefits programs, termination, and leave programs.
- Develop internal employee growth and development opportunities.
- Ensure the sanctity of employee records, accurate payroll processing, and software management.
- Assist in maintaining and updating employee training schedule.
- Provide guidance on intricate HR matters, reinforcing best practices.
- Ensure the organization remains compliant with employment laws, regulations, and recommend improvements to policies in alignment with organizational values.
- Champion HR-related accounting tasks and payroll support.
- Uphold organizational policies and procedures.
- Supervise annual performance evaluations and salary structure evaluations.
- Manage office administrative functions, and service provider relationships, and oversee travel programs and office.
- Other duties as assigned by DED.

REQUIRED KNOWLEDGE, SKILLS, & EXPERIENCE:

Education: A bachelor's degree is preferred but not required. Any combination of experience, education, and training that would likely provide the required knowledge and abilities is qualifying.

Experience: One year of related work experience. Can substitute a combination of education and experience.

- **Specialized Knowledge:** Proficiency in HR best practices, LGBTQ issues, and standard office procedures.
- **Tech Savviness:** Mastery over Microsoft Office, Dropbox, Google Drive, with a preference for those proficient in Gusto and QuickBooks or equivalent accounting and payroll software.
- **Communication:** Exceptional written and oral skills, with the ability to present effectively and persuasively.
- **Planning & Organizing:** Strong time management and organizational abilities required to manage multiple projects, prioritize tasks, meet deadlines, and operate independently.
- **Problem Solving:** Aptitude for anticipating issues, using sound judgment and facts for analysis to derive effective solutions.
- **Team Culture & Collaboration:** Proven ability to foster a positive team culture, promote open communication, and encourage collaborative engagement across departments, ensuring alignment with organizational values and goals.

Must pass a background check conducted by San Diego Pride prior to the offer of employment.

Physical demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is regularly required to sit, use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to stand, walk, stoop, kneel, crouch, or crawl. The employee will frequently lift up to 50 pounds. The employee may be required to travel for a variety of work functions such as providing trainings and attending off-site meetings.

Work environment: All employees and volunteers of San Diego Pride must maintain an environment that is friendly, welcoming, and accepting of all Lesbian, Gay, Bisexual, Transgender, Queer, Intersex, and other members of our community.

To apply: Send a resume and cover letter to careers@sdpride.org. No phone calls, social media messages, or office visits, please.

**** San Diego Pride is an equal opportunity employer****

Founded in 1974, San Diego LGBT Pride is a 501(c)3 nonprofit organization whose mission is: Fostering pride, equality, and respect for all lesbian, gay, bisexual, and transgender communities locally, nationally, and globally. www.sdpride.org

San Diego LGBT Pride • 3620 30th St, San Diego, CA 92104 • Careers@sdpride.org • 619-297-7683