



Job Title: Human Resources Generalist

Date Completed: September 2, 2026

Employment Status: Fulltime, non-exempt

Location: Columbus, Ohio (On-site)

Schedule: Monday - Friday, with occasional evenings or additional hours as organizational needs require

Reports Directly To: Vice President of People & Culture

Direct Reports: None

About Habitat MidOhio

Habitat for Humanity-MidOhio (Habitat MidOhio), is an Ohio non-profit housing organization working to solve the affordable housing crisis in the Central Ohio region. Established in 1987, Habitat-MidOhio serves the communities of Franklin, Licking, and Madison Counties.

Mission Statement: Seeking to put God's love into action, Habitat for Humanity-MidOhio brings people together to inspire hope, build homes, empower families, and develop communities.

Position Summary:

The Human Resources Generalist supports Habitat for Humanity-MidOhio's People & Culture function by independently administering a broad range of day-to-day human resources activities for an approximately 80-employee, multi-site workforce. The position serves as an accessible HR resource to employees and managers and provides hands-on support across recruiting, onboarding and offboarding, employee relations, benefits and leave administration, HR systems and records, compliance, performance management, employee engagement, training coordination, and workforce reporting.

The Human Resources Generalist works in close partnership with the Vice President of People & Culture. Routine HR matters are handled independently within established policies and practices. Complex employee relations matters, formal investigations, compensation strategy, significant disciplinary actions, terminations, legal interpretation, and enterprise policy decisions are escalated to the Vice President of People & Culture.

Essential Duties and Responsibilities include, but are not limited to, the following:

Talent Acquisition & Onboarding

- Complete full-cycle recruiting activities for assigned positions, including job postings, applicant review, phone screening, interview scheduling, candidate communication, reference and background-check coordination, and offer-process support.
- Partners with hiring managers to clarify position requirements, recruiting timelines, candidate experience expectations, and selection processes.
- Maintains accurate applicant and recruiting records in the applicant tracking system and other HR systems.
- Coordinates new-hire onboarding and orientation, including required documentation, system access, background requirements, and completion of onboarding activities.
- Supports employee offboarding, including documentation, exit processes, system notifications, and record retention.

Employee Relations & Manager Support

- Serves as an initial HR point of contact for routine employee questions, workplace concerns, policy interpretation, and manager support.
- Provides guidance on routine attendance, performance, conduct, communication, and workplace matters consistent with organizational policies and established HR practices.
- Documents employee relations matters accurately and escalates complex, high-risk, or legally sensitive concerns to the Vice President of People & Culture.
- Assists with fact gathering, documentation, and follow-up related to employee relations reviews and investigations as directed.
- Supports corrective-action and performance-improvement processes and helps ensure documentation is timely, consistent, and appropriately maintained.

Benefits, Leave & HR Administration

- Supports benefits enrollment, employee questions, qualifying life events, vendor coordination, and annual open enrollment.
- Coordinates routine leave administration and documentation and escalates complex FMLA, ADA, accommodation, workers' compensation, or other compliance matters as appropriate.
- Maintains accurate employee records, personnel files, HRIS data, organizational information, and required employment documentation.
- Processes employee changes and coordinates with payroll, Finance, Insperity, benefit vendors, and other partners as needed.
- Supports workers' compensation, unemployment, employment verification, and related administrative processes.

Performance, Engagement & Development

- Completes administrative components of the performance-management cycle, including timelines, system tracking, completion monitoring, manager support, and reporting.
- Supports and coordinate employee engagement surveys, action-planning activities, recognition programs, culture initiatives, and People & Culture events.
- Coordinates and supports training logistics, attendance, records, evaluations, and required compliance training.
- Assists with employee communications and resources that promote a positive, inclusive, accountable, and mission-centered workplace.

Compliance, Reporting & Other

- Maintains required employment records and supports compliance with applicable federal, state, and local employment requirements.
- Monitors recurring HR deadlines, required postings, policy acknowledgements, training requirements, and document-retention schedules.
- Prepares recurring and ad hoc workforce reports, recruiting metrics, turnover data, headcount information, onboarding status, performance-review completion, and other People & Culture metrics.

- Assists with HR audits, policy updates, process documentation, standard operating procedures, and continuous-improvement projects.
- Protects confidential employee and organizational information and exercises sound judgment in handling sensitive matters.
- Performs other duties and assignments as directed by the Vice President of People & Culture.

Position Requirements

Experience

- Minimum four (4) years of progressively responsible human resources experience with hands-on responsibility across multiple HR functions.
- Demonstrated full-cycle recruiting and onboarding experience required.
- Experience supporting employee relations, benefits or leave administration, performance management, compliance, and HR operations required.
- Nonprofit, mission-driven, multi-site experience preferred.

Preferred Experience

- Bachelor's degree in Human Resources, Business Administration, Organizational Leadership, or related field.

Knowledge, Skills, and Abilities

- Working knowledge of human resources practices and applicable employment requirements, with the judgment to recognize when an issue requires escalation.
- Strong recruiting, interviewing, candidate communication, and onboarding skills.
- Strong interpersonal, organizational, written communication, and customer-service skills.
- Ability to maintain confidentiality and exercise sound judgment when handling sensitive employee information.
- Ability to manage multiple priorities, meet deadlines, and work independently in a fast-paced environment.
- Ability to work effectively with employees and leaders across departments, work locations, and levels of the organization.
- Experience using HRIS, applicant tracking, payroll, benefits, or related HR technology.
- Proficiency with Microsoft 365 applications.

Other Requirements

- Ability to travel between Habitat MidOhio work locations as business needs require.
- Ability to work independently and as part of a collaborative team.
- Demonstrated professionalism, discretion, sound judgment, and commitment to responsive employee service.
- Commitment to Habitat for Humanity-MidOhio's mission and organizational values.

Work Environment and Physical Requirements

- This is an on-site position in Columbus, Ohio, working five days per week.
- The role is primarily sedentary with regular use of standard office equipment.
- Position may periodically travel among Habitat MidOhio locations and attend organizational meetings, training, or events.
- Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

EQUAL EMPLOYMENT OPPORTUNITY (EEO)

Habitat for Humanity-MidOhio is committed to building and retaining a diverse workforce. We strongly encourage qualified candidates of diverse backgrounds to apply. We believe inclusion and diverse perspectives strengthen our workplace and our community.

- All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, marital status, veteran status, or any other protected characteristic under applicable federal, state, or local law.

Compensation & Benefits

- Compensation: \$27.88/hr. - \$33.65/hr.

We offer a comprehensive benefits package that includes:

- Health insurance (medical, vision, prescription)
- Health reimbursement arrangement (HRA): \$2,500 company paid per calendar year
- Dental insurance
- Generous paid time off: 8 holidays + 5 floating holidays
- (5) additional paid days off for holiday closure
- 50% match 401(k) retirement plan up to 6% of base salary.
- Flexible spending accounts
- Short-term & long-term disability insurance
- Life insurance
- Employee assistance program
- Parental Leave: Paid at 100% of regular base pay
 - Birthing Parents: Up to 12 weeks
 - Non-Birthing Parents: Up to 8 weeks
- And more!