HR Generalist
POSITION DESCRIPTION

Kupu, which means “to sprout” or “to grow” in Hawaiian, has a two-fold mission: to preserve the land while empowering youth. The organization provides hands-on training in conservation, sustainability, and environmental education for young adults, with the goal of fostering our next generation of environmental and cultural stewards. Kupu’s work has been likened to the role of the kupukupu fern, which is one of the first plants to cultivate the land after a lava flow. The fern not only serves as a foundational species for rebuilding a healthy, native ecosystem, but it also symbolizes a place where knowledge can grow.

Established in 2007 as a Honolulu-based 501(c)3 non-profit, Kupu affirms the Hawaiian notion of “ma ka hana ka ‘ike” or “in working one learns.” This approach has led to the creation of hundreds of internships and service-learning opportunities which blend vocational training and green leadership development to support more than 100 partner sites across Hawai’i and the Pacific region.

Mission
“To empower youth to serve their communities through character-building, service-learning, and environmental stewardship opportunities that encourage integrity (pono) with Ke Akua, self, and others.”

Program/Department Goals
Kupu’s HR department strives to support Kupu’s mission by developing and enforcing systems, policies, and practices in alignment with the organization’s mission, values and strategy. The HR Generalist provides crucial support to staff through administration of a wide range of HR functions in service to internal departments, programs and stakeholders. The HR Generalist will support in the execution of the daily functions of the HR department, including but not limited to staff recruitment and onboarding, training, employee engagement, and employee relations.

Position Overview
The HR Generalist aids with and facilitates the human resource processes in support of the organization and its programs. Such processes include but are not limited to recruitment, onboarding, orientation, training, compliance, policy management, employee engagement, program participant relations, etc. This role provides a wide range of general support throughout the organization as detailed in the body of the position description.

Type: Full-time
Location: Honolulu, HI
Reports to: Chief Operating Officer

Position Duties
Primary duties for the HR Generalist position includes, but is not limited to, the following:

- Reviews, tracks, and documents compliance with mandatory and non-mandatory training,
continuing education, and work assessments. This may include safety training, anti-harassment training, performance evaluations, etc.

- Maintains, updates, and enforces Kupu policies and procedures as needed
- Recruits, interviews, and facilitates the hiring of qualified job applicants for open positions; collaborates with departmental managers to understand skills and competencies required for openings; manages correspondence with perspective candidates; assists with development of selection tools and material; coordinates and ministers phone screens and interviews
- Assists in the development of job descriptions
- Assists in the development and implementation of new hire orientation, employee recognition programs, and other trainings as needed
- Partners with Kupu leadership to drive Kupu’s culture and develop initiatives driving employee retention and morale
- 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.
- Supports with all administrative needs of the HR department, including those related to onboarding and exiting
- Supports with employment-related inquiries from applicants, employees, and supervisors, referring complex and/or sensitive matters to the appropriate staff
- Supports Kupu programs in a wide range of areas of support in HR, including but not limited to those related to disciplinary action, termination, policy development, etc.
- Assists with maintaining compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews policies and practices to maintain compliance
- Maintains knowledge, of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law
- Performs customer service functions by answering employee requests and questions
- Files documents into appropriate employee files
- Collaborates with Kupu Leadership ensuring alignment of internal HR systems with organizational goals
- Partners with Kupu Leadership to coordinate and manage internal HR systems
- Partners with Kupu Leadership to develop staff engagement initiatives
- Conducts audits of HR programs and recommends corrective action and plans for improvement
- Other duties as assigned

*This description is not intended to be a complete list of all duties and responsibilities required for this job*

**Position Requirements**
Candidates must meet the requirements below in order to be considered for the position:

- Bachelor's degree in Human Resources, Business Administration, or related field required or equivalent professional experience

*In accordance with Federal Law, Kupu is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability*
- At least two years of human resource management experience preferred
- SHRM-CP or other HR certification a plus
- Excellent verbal and written communication skills
- Excellent interpersonal and customer service skills
- Excellent organizational skills and attention to detail
- Working understanding of human resource principles, practices and procedures
- Excellent time management skills with a proven ability to meet deadlines
- Ability to function well in a high-paced and at times stressful environment
- Proficient with Microsoft Office Suite and related software

Apply: Interested applicants can apply at: https://www.hrsymphony.com/hrs/apply/4496/V6AB

Any questions regarding the position can be directed to careers@kupuhawaii.org

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