

## **Human Resources Generalist Job Description**

### **About Asylum Access**

Asylum Access believes all refugees deserve a fair chance at a new life. All over the world, we challenge barriers that keep refugees from living safely, moving freely, working and attending school – because when refugees can rebuild their lives, nations thrive.

A global leader in refugee human rights, Asylum Access today has 17 offices across six countries. Our proven track record of global and national-level policy change, coupled with legal assistance and community support, has directly impacted more than a million refugees worldwide to date.

Our unique combination of five integrated strategies provides grassroots assistance and changes the legal landscape for refugees and their host communities. By helping refugees assert their rights, we are putting power back into their hands.

### **Department Description**

Asylum Access's HR Generalist reports directly to the Deputy Director in supporting Asylum Access HQ staff members based out of the Oakland office and designated overseas offices in all HR functions. The HR Generalist works closely with the Global Programs Director in providing HR functions for our global Volunteer Legal Advocate Program.

Asylum Access, with the support of the HR department, promotes a culture of diversity, understanding, and general staff wellbeing in order to raise employees to their highest potential, retain high performers, and better achieve organizational objectives. The HR Generalist will support and promote Asylum Access's human resource priorities.

### **Position Description**

The HR Generalist carries out responsibilities in the following functional areas: payroll and benefits administration, performance management, training and onboarding, policy upkeep and promulgation, recruitment and hiring, employment law compliance and org-wide risk mitigation. The HR Generalist also oversees all aspects of Human Resources for Asylum Access's global Volunteer Legal Advocate program.

### **Key Responsibilities**

#### **HR Policies, Legal Compliance and Employee Engagement**

- Ensure all global policies are legally compliant based on local laws within each country and abide by any necessary US-imposed standards (where they do not interfere with local law)
- Stay up to date on labor law for all offices and draft policies or oversee drafting or modification of policies as needed; where necessary secure new pro bono counsel
- Responsible for ensuring all employees understand HR policies and/or guidelines (i.e. training leadership staff on standard procedures, defining when can go outside of policy, etc.)

#### Human Resources Information System (HRIS)

- Collaborate with Global Systems Manager to develop and promulgate HRIS system
- Create and implement system to track all employee hiring and resignations and/or terminations including collecting and storing all employee paperwork
- Collect and store up-to-date personnel files

#### Risk Mitigation

- Procure and manage global insurance policies including but not limited to Global General Liability, Workers Compensation, Travel Insurance, Auto Insurance, Volunteer Coverage
- Guide and support OO leadership staff in filing claims; manage the claims process for US-based incidences
- Update and maintain safety and security plans for each local office, including but not limited to safety procedures, emergency protocol and response, and office rules aimed at protection of staff, clients, and assets
- Work with pro bono counsel to finalize org-wide risk analysis and develop implementation plans in collaboration with the Deputy Director.

#### Volunteer and Intern Management Support

- Manage recruitment and hiring pipeline for global volunteer program
- Manage recruitment and hiring pipeline for intern program at headquarters
- Support the building, dissemination, and monitoring of the standard operating procedures, core training, management and supervision processes and other HR functions of global volunteer program in collaboration with the Global Programs Team
- Strategize with Global Programs Director to bring forward the next steps in the development of the global volunteer program
- Manage HQ intern appreciation and training incentives throughout the year

#### Payroll and Benefits

- Manage employee payroll for headquarters staff members through Paychex portal
- Manage HQ and overseas offices healthcare benefits; identify and compare policies, obtain quotes, manage yearly open enrollment and cancellation of policies for departing employees
- Oversee the healthcare benefit structure globally, ensuring that all country offices move towards greater employee and dependent coverage
- Research and propose new benefit options including but not limited to retirement plans, commuter benefits, and flex spending accounts

#### Recruitment, Hiring, and Overseas Offices Support

- Manage recruitment and hiring processes for all headquarters staff and for leadership staff globally
- Managing training and onboarding processes for all headquarters staff and for leadership staff globally
- Develop and promulgate recruitment, hiring, training and onboarding procedures globally
- Serve as resource for overseas and local staff regarding contract and visa issues for non-national staff
- Create and maintain accurate organizational charts as needed for our headquarters team and overseas offices



#### Performance Management Systems

- Oversee implementation of performance management systems globally
- Identify new best practices in performance management and suggest and implement changes as appropriate
- Train staff members globally on performance management procedures and best practices, updating trainings each year and identifying areas of weakness through the review of annual performance reviews
- Collect and store performance appraisals annually

#### Employee Engagement

- Oversee the provision of exit interviews for departing employees and prepare departing employee paperwork.
- Coordinate with office management staff to prepare administrative and operational resources for new employee arrivals.

#### **Additional Responsibilities**

Any additional responsibilities as assigned by supervisor.

**Reports to:** Deputy Director

#### **Minimum Qualifications**

- Bachelor's degree
- Strong cross-cultural communication skills
- Appreciation and mindfulness of diverse employee experiences and backgrounds
- Experience in a professional human resources role
- Attention to detail
- Project management experience
- Respect for confidentiality

#### **Preferred Qualifications**

- Human Resources certification
- Experience in an international or global professional setting

#### **Salary and Benefits**

Annual salary range is \$50,000 - \$55,000 commensurate with experience. Asylum Access offers four weeks of paid time off during the first year, additional paid holidays, health, dental and vision insurance, flexible work schedules, and professional development opportunities.

#### **How to apply:**

Please send a resume and cover letter to Diana Essex-Lettieri at [apply@asylumaccess.org](mailto:apply@asylumaccess.org) with the subject line "HR Generalist." Applications without a cover letter will not be considered. Applications will be accepted on a rolling basis. The position is open until filled. Interested candidates are encouraged to apply as soon as possible.

Due to the high volume of applications, Asylum Access is unable to respond to each applicant individually. Only those applicants invited for an interview will be contacted. Please no phone calls or visits. Asylum Access is unable to provide visa sponsorship.

