# **HOWELL NATURE CENTER**

**~ Job Description ~**

Position Title: Human Resource Generalist - Intern

Departments: Administration

Reports to**:** Chief Executive Officer

Status: Part-Time

**Position Description:** We are seeking a dedicated and knowledgeable Human Resources Generalist Intern to join our team. This role is essential in supporting various HR functions, ensuring compliance with labor laws, and fostering a positive work environment. The ideal candidate will possess an understanding of employee relations.

**Responsibilities**

* Manage employee relations issues, providing guidance and support to both employees and management.
* Oversee workers’ compensation claims and ensure compliance with MIOSHA regulations.
* Conduct conflict management sessions to resolve workplace disputes effectively.
* Maintain accurate employee records through data entry and administrative tasks.
* Facilitate onboarding processes for new hires, ensuring a smooth transition into the company.
* Work with accounting to process payroll.
* Volunteer vetting and tracking.

**Requirements**

* Understanding conflict management techniques and employee relations best practices.
* Availability every other Monday for payroll, flexible afternoon or evening hours.
* Familiarity with workers compensation processes and MIOSHA regulations.
* Excellent organizational skills with attention to detail for effective administrative tasks.
* Strong interpersonal skills to foster positive relationships across all levels of the organization.
* A commitment to maintaining confidentiality and professionalism in all HR matters.

Join us in creating a supportive workplace where employees thrive!

**Entry Requirements:**

**Job Specifications**

*The requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.*

* **Minimum Age:**
	+ Must be 18 years of age
* **Education/Certifications:**
	+ One to two years related experience and/or training; or equivalent combination of education and experience.
* **Physical Requirements**
	+ The physical demands described here are representative of those that must be met by an employee to perform the essential functions of the 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, stand, walk, reach with hands and arms; climb or balance, stoop, kneel and crouch. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 45 pounds.
* **Working Conditions**
	+ The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.
	+ While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions, and outside weather conditions.

**EFFECT ON END RESULT:**

**Employee Name**:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**I have reviewed the above job description, and I hereby attest that I can meet all physical and non-physical requirements listed above.**

**Employee Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**