



Human Resources Generalist

Rise Life Services is seeking an eager HR Generalist with strong leadership experience to join our growing HR Team! We are a 502c3 nonprofit that works to serve adults with developmental disabilities all across **Eastern Suffolk County**. We are proud to offer residential housing, a food pantry and other services to our local community.

In this Human Resources Generalist role, you will:

- Maintain up-to-date knowledge of Federal and state employment law and compliance requirements
- Coordinate open enrollments, changes and training for employee benefits programs
- Respond to Human Resources-related inquiries
- Create and distribute internal communications regarding status changes, benefits and company policies.
- Assist with administering new employee on-boarding and orientation
- Develop and maintain talent management processes.
- Monitor employee morale and company culture
- Collaborate with the HR Team to develop effective recruitment strategies
- Process complaints regarding sexual harassment, discrimination or other instances of workplace harassment and assist in investigations
- Conduct exit interviews and recommend corrective action.

We require:

- **Bachelor's of Human Resources, Business Administration or related field**
- **3-5 years human resources experience**
- **Bilingual Spanish/English a plus.**
- **Strong analytical, communication and problem-solving skills**

We offer Medical/Dental/Vision Insurance | 401K Plan | Flexible Spending Account | Vacation/Personal/Sick time off | Life Insurance and Education Tuition Assistance

Please email a resume to: KConnolly@riseliveservices.org. An EOE.