



EMPLOYMENT OPPORTUNITY

## Human Resources Generalist

Reports to Director of Finance & Administration

### Position summary

The Sacramento Tree Foundation employs over 30 staff members. The Human Resources Generalist reports to the Director of Finance & Administration and functions as the human capital business adviser to the senior management team. This proactive, hands-on, and customer service driven individual will be tasked with evaluating and implementing employee programs, recommending improvements to policies, and ensuring that these policies align and are administered in alignment with organizational values. This role also supports the Board of Directors.

### About the Sacramento Tree Foundation

The Tree Foundation is a nonprofit organization with a mission to grow thriving communities through stewardship of our urban forest. Since 1982, we have planted over one million trees throughout the Sacramento region, and we continue to plant over 10,000 every year. Knowing the profound health, environmental, and economic benefits of trees, we envision an urban forest canopy that benefits the entire region and every neighborhood, especially those that historically have been underserved and under-canopied. Learn more at [www.sactree.com](http://www.sactree.com).

### Principle duties

#### HUMAN RESOURCES

- Oversees talent acquisition, including writing and strategically placing job descriptions and ads, candidate due diligence, and supporting hiring managers throughout the interview, offer, and onboarding process
- Develops initiatives, policies and programs to complement existing practices and creates consistency across the organization
- Supports employee career development, succession planning, retention programs, training, and leadership development in partnership with the Executive Team
- Ensures diversity, equity, and inclusion values, principles, and goals are incorporated throughout the HR department's activities
- Effectively addresses employee relations and engagement issues; provides coaching and counseling to resolve conflicts
- Oversees and manages Volunteer Coordinator activities supervising 1 FTE as well as the organization's intern program
- Ensures the Sacramento Tree Foundation compensation program is aligned with our compensation philosophy and conducts market salary reviews; receives and manages compensation inquiries
- Regularly identifies trends in employee data and feedback and makes solution-focused recommendations

- Drives performance management process; monitors performance evaluation programs; recommends changes and/or improvements and leads training and related communications and discussions
- Identifies staff training needs and opportunities for staff development, and procures appropriate training and development resources
- Maintains compliance with federal, California state, and local laws
- Conducts annual benefits reviews

#### BOARD OF DIRECTORS SUPPORT

- Manage board and executive office communications including meeting scheduling and reminders
- Manage logistics of board meetings including reserving the room and/or Zoom meeting times and meals, if applicable
- Prepare board packets, attend meetings, and take minutes including attendance
- Produce and distribute accurate, timely meeting notices, agendas and minutes
- Update contact list for board and staff

### **Qualifications & experience**

- 2-5 years of experience as an HR Generalist/Manager; experience in a nonprofit setting preferred
- Bachelor's degree in human resources or a related field; HR Certification (SHRM or PHR) preferred
- Demonstrated understanding, acceptance, and integration of equity, inclusion and diversity principles across race, ethnicity, gender, experience, cultural identity, neurodiversity, religious affiliation, etc.
- Demonstrates self-awareness, in terms of understanding their own culture, identity, biases, prejudices, power, privilege and stereotypes
- Experience managing employee relations, recruiting, and performance development preferred (nonprofit experience in these areas a plus)
- Demonstrated knowledge and expertise with HR practices and principles; understanding of applicable California state and federal law including leave of absence administration
- Must have highly effective interpersonal and written communication and organizational skills demonstrated by a positive attitude and interest in providing exceptional customer service to all of our on- and off-site staff
- Excellent written and verbal communication skills
- Ability to multitask, organize, and prioritize work
- Proven ability to make connections with staff, establish trust, and maintain confidentiality
- Demonstrates effective use of active listening and questioning skills and displays openness to other people's ideas and thoughts
- Demonstrates an unwavering commitment to ethics to help attract top talent while safeguarding Sacramento Tree Foundation's mission

### **Supervisory responsibilities**

Supervises the Volunteer Coordinator.

## **Working conditions**

Must be able to attend a minimal number of events held on weekends. The position can be remote but in-office time will be required (i.e. 1-3 days per week).

## **Compensation**

This is a full-time, at-will position located in Sacramento, CA. Pay range is \$55,000-\$60,000 plus benefits including health care, dental, and vision coverage (including for dependents), 13 days PTO increasing with tenure, 14 paid holidays, 7.5 days paid sick leave, 403(b) retirement plan with 1% employer contribution, EAP, life insurance, and professional development budget.

## **Application procedure**

Email resume and cover letter to [hr@sactree.com](mailto:hr@sactree.com).

## **Inclusivity statement**

The Sacramento Tree Foundation is proud to be an Equal Employment Opportunity employer. We do not discriminate on the basis of race, color, religion, marital status, age, national origin, ancestry, physical or mental disability, medical condition, pregnancy, genetic information, gender, sexual orientation, gender identity or expression, veteran status, or any other status protected under federal, state, or local law.

We are committed to the full inclusion of all qualified individuals. As part of this commitment, the Tree Foundation will ensure that persons with disabilities are provided reasonable accommodations. If reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact us at [hr@sactree.com](mailto:hr@sactree.com) or (916) 924-8733.