



ICAST Job Opportunity

Position Title: HR Generalist

Reports to: Manager of HR
Compensation: Depends on Experience, etc.
Classification: Hourly, Full time Regular

Company Description:

ICAST (International Center for Appropriate & Sustainable Technology) is a nonprofit social enterprise currently engaged in solving our affordable housing and climate change crisis in a financially sustainable manner. ICAST projects serve low income populations by investing in local communities, reducing resource waste, and help build local capacity.

Position Overview:

The HR Generalist is responsible for recruiting and on-boarding of new employees, updating HR Standard Operating Procedures (SOPs) and Employee Manual and maintaining compliance with hiring and other HR laws and practices.

The Part Time HR Generalist is responsible for the following:

- Filling open job positions:
 1. Developing job ads from job descriptions
 2. Listing open job ads in various media and working with external recruiter
 3. Screening candidates before sending to Hiring Manager
 4. Coordinating interviews
 5. Requesting and reviewing references and background checks
 6. Coordinating offer letters
- On-Boarding new Hire
 - i. Taking care of IT/equipment/Desk/biz. cards/keys and other logistics
 - ii. Orienting new employees with ICAST policies and procedures
 - iii. Ensuring new employee goes through required Training program
 - iv. Coordinating employee enrollment in benefit plans
 - v. Monitoring training/performance goals for first 3 months of new employees
- Ensure compliance with 403b plan requirements
- Develop employee satisfaction survey process
- Develop employee reward/recognition program
- Updating employee policies and handbook
- Investigating/resolving employee/customer complaints

Qualifications:

- Familiarity with HR protocol and current legal compliance requirements
- Organizational skills
- Flexibility, able to shift gears- strong ability to work with changing priorities
- Able to 1) take direction and 2) propose solutions to solve HR needs.
- Experience with MS Outlook, Word, & Excel
- Interest and support of environmental sustainability and social justice

To Apply:

Please email a cover letter and resume to positions@icastusa.org with the position you are applying for in the subject line.