Job Posting
People Operations Generalist

About the Hudson Valley Farm Hub

The Hudson Valley Farm Hub, located in Ulster County, New York, is a nonprofit agricultural center dedicated to resiliency in the regional food system. Since the Farm Hub's founding in 2013, we have converted the approximately 1600-acre farm operation to a multi-year rotation of organically grown grains, cover crops, and vegetables with an intensive focus on soil health. Along with machine-scale crop production and improved on-farm infrastructure, we have a suite of programs and practices to align with our mission of fostering an equitable and ecologically resilient food system – one that meets the economic and social needs of our communities while working in partnership with natural systems. We host and conduct research, provide farmer training, demonstrate on-farm practices, and support food distribution channels that prioritize people and planet. A diverse, multi-lingual staff of ~65 people serve in varied roles in areas of administration, farm operations, and programs. Learn more about our work at http://hvfarmhub.org.

The Ideal Candidate

The ideal candidate is an organized, approachable, and service-oriented HR professional with experience coordinating recruitment and a genuine interest in creating a positive candidate and employee experience. They bring care and attention to detail, sound judgment, and the ability to manage multiple priorities while building positive relationships with employees, applicants, and managers across the organization. They are comfortable balancing the administrative and procedural aspects of HR with the human side of the work, communicate with care and clarity, and value creating an inclusive, welcoming, and accessible workplace. Spanish proficiency would be a valuable skill to bring to the role.

Position Summary

The People Operations Generalist supports the day-to-day work of the People Operations team, with a primary focus on recruitment, onboarding, HR administration, compliance, and payroll support. This role helps ensure that the employee and applicant experience is aligned with the Farm Hub's ethos.

The People Operations Generalist plays an important role in advancing the Farm Hub's recruitment and onboarding efforts in close partnership with hiring managers. The role also supports employees and managers with routine HR processes, maintains HR records and resources, and helps keep Farm Hub practices and documentation up to date. In addition, the Generalist supports the Farm Hub's commitment to language access by ensuring that applicable documents are available in Spanish and that meetings have interpretation support.

The People Operations Generalist reports to the Associate Director, People Operations (Associate Director) and works collaboratively with managers and staff across the Farm Hub.

Responsibilities

Employee Support

- Respond to employee questions and requests, providing information and assistance directly or connecting employees with the appropriate member of the People Operations team
- Help employees navigate HR processes and understand policies, forms, and other employment-related information; escalates concerns when they arise

- Submit requests for Spanish translation of documents and employee communications, and interpretation services for meetings and trainings.

HR Compliance and Administration

- Work with the Associate Director to maintain compliance with federal and state statutes and laws, including but not limited to FMLA, ADA, OSHA, and sexual harassment prevention
- Stay current on laws and recommend changes to policies and procedures
- As directed, maintain and update job descriptions in coordination with supervisors and the Associate Director; assist with developing new job description drafts as needed
- Track updates and changes needed to the employee handbook and support the process of keeping handbook policies current
- Assign required annual sexual harassment prevention training for employees completing the online training option and coordinate scheduling of in-person training
- Maintain current HR policies and related documents in electronic file storage
- Maintain required workplace posters and employee information on HR bulletin boards and in electronic file storage
- Support compliance-related recordkeeping and administrative processes

Payroll and Personnel Administration

- Review employee timekeeping records for accuracy and completeness, identifying discrepancies or inaccuracies for follow-up prior to payroll processing
- Prepare and distribute annual wage notifications as directed and with the support of the Associate Director
- Maintain accurate personnel files and data, in conjunction with the Payroll & People Ops Administrator
- Assist with annual open enrollment planning and related employee communications and administrative tasks
- Prepare Personnel Action Notices for changes to employee positions, compensation, or other employment terms and coordinate the approval process
- Assist with other routine payroll and personnel administration as needed

HR Systems and Projects

- Support the implementation, development, and ongoing maintenance of an HRIS in coordination with the People Operations team
- Help maintain accurate employee information and records within HR systems
- Support the development and improvement of HR processes, systems, forms, and administrative practices

Recruitment and Onboarding

- Coordinate the recruiting and hiring process for open positions across the Farm Hub
- Post job openings to appropriate job boards and other recruitment channels, including researching new recruitment channels when relevant
- Review initial applications and work with hiring managers to identify candidates for phone screening
- Develop, maintain, and update recruitment guidelines, procedures, and resources for hiring managers to support consistent, effective, and equitable hiring practices across the organization
- Conduct initial phone screens with candidates and provide hiring managers with relevant information to support next steps
- Communicate with applicants throughout the recruitment process, providing timely information and updates

- Coordinate and schedule interviews with candidates, hiring managers, and other interview participants, including arranging Spanish interpretation as needed
- Prepare offer letters and related hiring materials
- Maintain recruitment records and ensure hiring documentation is complete
- Support efforts to make the Farm Hub's recruitment process accessible, welcoming, and responsive
- Coordinate onboarding activities for new employees in partnership with hiring managers, Safety, and Learning & Development teams
- Schedule required and role-specific trainings for new employees
- Ensure that recruiting and onboarding materials are saved in the appropriate locations
- Help create a welcoming and organized onboarding experience for new employees

Other

- Participate in ongoing training and personal professional development
- Assist with scheduling meetings, sending calendar invitations, and managing Outlook calendar as related to People Ops events and activities
- Provide reception coverage for lunch hour (one time weekly) and back-up reception coverage (intermittent)
- Provide event support (assist with sign-in, hospitality, parking direction, and other similar)
- Assist with hospitality needs, including picking up lunch from time to time
- Other duties as assigned

Required Experience and Skills

- Minimum 2 years' experience in human resources with experience supporting multiple areas of Human Resource functions, including recruiting and onboarding
- Experience coordinating recruitment processes, including reviewing applications, conducting phone screens, scheduling interviews, and communicating with candidates.
- Solid organizational skills and attention to detail, with the ability to manage multiple processes, deadlines, and follow-up items at the same time.
- Excellent written and verbal communication skills and the ability to communicate clearly and respectfully with applicants, employees, managers, and coworkers
- Knowledge of HR Compliance at the Federal and State level and HR law
- Ability to handle confidential employee and personnel information with discretion and good judgment.
- Effective follow-through and the ability to keep processes moving without losing sight of details.
- Proficiency with Microsoft Word, Excel, Outlook, and comfort learning and working with HR and other administrative systems.
- Fluency in English (written and verbal)
- Valid driver's license and clean driving record (if driving Farm Hub vehicles)

Preferred Qualifications

- Fluency or strong proficiency in Spanish (both verbal and written)
- Bachelor's degree in Human Resources, Business Administration, or a related field, or equivalent combination of education and experience
- Professional in Human Resources (PHR), SHRM Certified Professional (SHRM-CP) or other HR certifications
- Experience working in a nonprofit, agricultural, educational, community-based, or other mission-driven organization.

Competencies

- Demonstrate kindness, empathy, and compassion in daily interactions, fostering a welcoming, approachable, and respectful environment in which all individuals feel safe, valued, and supported
- Possess a strong sense of self-awareness, humility, and cultural competence
- Be trustworthy, have a high degree of judgment, discretion and adherence to confidentiality
- Commitment to providing responsive, respectful, and service-oriented support to employees and applicants
- Excellent social, emotional, and relationship management skills; ability to develop and nurture positive working relationships with diverse groups of people
- Ability to exercise sound judgment, recognize when an issue requires additional guidance, and seek support when needed.
- Ability to work collaboratively with people in a variety of roles and departments while earning trust and confidence across diverse teams
- Commitment to participating in and fostering a work environment of mutual respect, team building, and collaboration; commitment to a culture of continuous learning
- Commitment to and willingness to deepen understanding of the Farm Hub's mission to foster a resilient food system

Physical Requirements: Ability to sit at workstation approximately 70% of the time, walk the campus and fields to meet with employees frequently, lift and carry approximately 5-10 pounds occasionally.

Position Details & Typical Schedule*:* The People Operations Generalist is a full-time, exempt hourly position eligible for benefits. Compensation for this position is $71,500 - $88,000. We offer a competitive benefits package which includes 100% employer-paid health insurance for full-time employees and their families. Some additional perks offered include retirement, life insurance, and other benefits. The typical schedule is Monday – Friday from 8:30am – 5:00 pm. There may be some periodic evening or weekend work required.

To apply for this position, email a resume directly to hr[at]hvfarmhub.org.

If you have any questions or need assistance with submitting your application, please contact us at hr[at]hvfarmhub.org.

Hudson Valley Farm Hub (HVFH) is an equal opportunity employer and does not discriminate in employment on the basis of race, ethnicity, religion, age, gender, gender identity, sexual orientation, marital status, socio-economic status, disability, or medical condition. HVFH complies with federal and state disability laws and makes reasonable accommodations for applicants and candidates with disabilities. If reasonable accommodation is needed to participate in the job application or interview process, please contact the People & Culture department at hr[at]hvfarmhub.org.