



Job Description: Culture and Human Resources Coordinator

Status: Exempt

Reports to: CEO

Currently Supervises: N/A

Schedule: 8:30am – 5pm | Mon-Fri (Occasional evenings and weekends)

Work Location: In person

Salary Range: \$55 -\$65K (annual)

Our Mission

Lincoln Park Community Services (LPCS) brings communities together to empower individuals facing homelessness and poverty to secure stable housing and make sustainable life changes.

Job Summary

The HR Generalist plays a key role in supporting and strengthening the employee experience at LPCS. This position is responsible for managing the full cycle of human resources functions, ensuring compliance, supporting leadership with employee relations, and advancing a positive and inclusive workplace culture. The HR Generalist must be a collaborative, adaptable, detail-oriented professional with a strong commitment to LPCS's mission and a belief in the power of a diverse and engaged workforce.

Responsibilities

Human Resources Administration

- Manage the full employee lifecycle including recruitment, HR onboarding, orientation, and offboarding.
- Maintain and audit accurate, compliant employee records (digital and physical), including I-9s, background checks, and funder-required documentation.
- Administer and manage benefit enrollments, changes, open enrollments, and liaise with benefit vendors and brokers.
- Track and monitor required trainings (e.g., Harassment Prevention, Mandated Reporter, CPR, and other internal trainings) to ensure compliance with funder and agency standards.
- Draft, maintain, and update HR policies, employee handbook, and organizational compliance documents.

- Support the management of performance evaluations, employee status changes (e.g., promotions, pay changes), and ensure proper documentation is recorded and submitted.

Employee Relations and Culture

- Serve as the first point of contact for employee relations concerns, complaints, and questions; escalate complex matters appropriately.
- Facilitate new hire onboarding experiences focused on building a welcoming, respectful, and mission-driven workplace culture.
- Support leadership in conflict resolution, disciplinary actions, and investigation processes.
- Promote and organize employee engagement initiatives, recognition programs, and efforts that celebrate diversity, respect, and community within the organization.
- Conduct exit interviews, track feedback trends, and propose improvements to strengthen retention, morale, and workplace satisfaction.

HR Compliance and Reporting

- Ensure compliance with federal, state, and local employment laws (FMLA, FLSA, EEO, ADA, I-9, etc.).
- Support internal and external audits by maintaining up-to-date HR documentation and preparing necessary reports.
- Track and report key HR metrics (e.g., turnover, new hires, terminations, exit trends, training completion rates).
- Maintain confidentiality and ensure data privacy and security standards are upheld at all times.

Other Administrative Support

- Prepare HR communications, including offer letters, policy updates, organizational announcements, and benefit notices.
- Assist with special HR projects, strategic planning initiatives, and organizational development efforts as needed.
- Provide light administrative support for office operations related to HR functions (e.g., coordination of supply orders for new hires, managing vendor relationships relevant to HR needs).

Qualifications

- Bachelor's degree in Human Resources, Business Administration, Psychology, or a related field required.
- 3–5 years of professional human resources experience required, preferably in a nonprofit or mission-driven organization.
- Strong knowledge of employment laws and HR best practices.
- Experience with HRIS platforms (e.g., Paylocity, ADP, or similar) preferred.
- Excellent interpersonal, problem-solving, and verbal and written communication skills.
- High level of attention to detail and strong organizational and time-management skills.
- Ability to manage sensitive and confidential information with professionalism and discretion.
- Commitment to fostering an inclusive, welcoming, and equitable workplace.
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook, PowerPoint) and an ability to learn new systems quickly.

Equal Employment Opportunity Statement

Lincoln Park Community Services (LPCS) is an equal opportunity employer. LPCS does 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. All aspects of employment including the decision to hire, promote, discipline, or discharge will be based on merit, competence, performance, and organizational needs. Our goal is to be a diverse workforce that is representative of those we serve.

Other Considerations

NOTE: *This job description is not intended to be all inclusive and employees may perform other duties as assigned.*

Benefits

- Dental insurance
- Health insurance
- Life insurance
- Paid time off
- Retirement plan
- Vision insurance