



HR Generalist/Office Manager

Founded in 1973, Boulder Valley Women's Health Center (BVWHC) is a leader in reproductive and sexual health care within our community. Our mission is to offer accessible, confidential, evidence-based, and compassionate health care, including abortion, family planning, gynecology, gender-affirming care, community education and sexual health support. We strive to make quality health care available to all, particularly those who experience unique barriers to access, such as people who are low-income or uninsured, monolingual Spanish speakers, youth, LGBTQIA+ persons and people with disabilities. BVWHC helps create an informed community of people who are empowered to make health-related choices that support vibrant, full lives.

Are you ready to support the organization's human resources by creating an exceptional employee's experience that carries through the employee life cycle? The HR Generalist/Office Manager position is an integral member of BVWHC's leadership team and will support the organization through policy and practice strategies that support our employees and our community.

Hours: Full-time, 40h/week 8am – 5pm M - F

Compensation: \$60,000 - \$65,000, commensurate to experience

Classification: Salaried/Exempt

Start Date: ASAP

Supervisor: Chief Executive Officer

Essential Duties & Responsibilities:

Human Resources & Payroll

- Develops human resources solutions by collecting and analyzing information; recommending courses of action.
- Improves manager and employee performance by identifying and clarifying problems, evaluating potential solutions, coaching, and counseling managers and employees.
- Create and maintain an effective recruiting process, including personnel requisitions, job descriptions, job postings, scheduling interviews, compiling interview evaluations.
- In collaboration with leadership, builds and implements an employee retention program, including a rewards and recognition program
- Assist in the review of the employee handbook annually to include any new required sections based on our location and size.
- Create and maintain an effective onboarding and orientation process that ensures the success of new employees. Creation of the onboarding workflow process through the new Paycor HRIS system.
- Advise, assist, and create a new performance management process; organize performance evaluation activities and timelines; maintain system set up and documentation.
- Coordinate and assist in the research and preparation of compensation and salary survey data.
- Make recommendations for updates to human resources policies.
- Manage worker's compensation claims.
- Maintain a wide variety of confidential employee, payroll, I-9 and medical files, and records. Coordinate HR record retention and facilitate annual destruction.
- Administer the HRIS system for new hires and terminations, status changes, benefits enrollments, payroll changes.

- Provide Accounting department HR & payroll deliverables prior to payroll processing deadlines
- Support Accounting Department with payroll processing and payroll questions.
- Conduct final review of payroll prior to processing. Must be onsite on payroll processing day or make arrangements with the Accounting team in advance, if out of office.
- Lead the implementation and maintenance of the new Paycor HRIS system.
- Collaboration with a benefit advisory group who oversees all benefit contracts, brokers annual agreements, hosts open enrollment and liaisons with staff on benefit questions.
- Complies with federal, state, and local legal requirements by studying existing and new legislation; anticipating legislation; enforcing adherence to requirements; advising management on needed actions.
- Improves human resources job skills by attending educational workshops; reviewing professional publications; establishing personal networks; benchmarking state-of-the-art practices; participating in professional societies.
- Maintain and completion of new provider credentialing services.
- Other duties as assigned

Office Management

- Responsible for day-to-day operation such as ordering of office supplies, establish and implement office procedures
- Assist with planning and execution of employee gatherings and team building activities
- Cross training and back-up of duties when Facilities Coordinator is out of the office.
- Create and maintain staff member user accounts, email aliases, workstation set up, contact lists, and organizational charts.
- Occasionally partner with external consultants to customize and provide staff training.
- Other duties as assigned.

Job Qualifications:

Required Knowledge, Skills, Abilities & Experience

- Strong commitment to reproductive freedom, and an ability to demonstrate knowledge and passion for the mission of Women's Health.
- 3+ years relevant HR generalist experience highly preferred.
- Associate's/Bachelor's Degree and PHR/SPHR or SHRM-CP/SHRM-SCP certification highly preferred.
- Medical credentialing experience preferred.
- Extremely organized and detail oriented.
- Strong work ethic: proactive, independent, and self-directed work style.
- Ability to maintain professionalism and flexibility in fast-paced environment.
- Customer service oriented; friendly and positive with the ability to interface with a wide variety of individuals and work on a team.
- Excellent technology, computer, and communication skills.
- Proficient on Microsoft Office Suite, Office 365, and Google Drive.
- Experience with PayCor strongly preferred.
- Proven experience with implementation of HRIS and payroll software.
- Experience working with non-profit organizations preferred.
- Unshakeable levels of professionalism, integrity, and confidentiality.
- Self-motivated, proactive, and resourceful.
- Superior verbal and written English language skills.
- Works effectively with minimal supervision.
- Organizes, prioritizes, and effectively carries out multiple job responsibilities in an interruption-driven environment.
- Spanish fluency strongly preferred

Physical Activities

- The physical demands and work environment characteristics described here are representative of those that must be met by a staff member to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Ability to speak, understand, and communicate in English effectively, in person and in writing.
- Ability to hear adequately in-person and by phone, in personal and group settings.
- Ability to sit or stand for up to 8 hours per day. Ability to reach for, move and/or lift up to 20 pounds and use your arms and hands to handle or move objects in order to prepare for a wide variety of meetings, and to perform a variety of tasks that involve standing, walking, sitting, stooping, kneeling, bending, and twisting, climbing stairs or possibly reaching chest high and overhead for materials, with reasonable accommodation.

Why work for Women's Health?

- **We support each other.** Our people are passionate about what we do, the services we provide, and the clients we serve. If you are looking for an opportunity to be part of a work family that values collaboration, innovation, and dedication, we are the right organization for you.
- **Our benefits package** includes medical insurance, vision, and dental insurance, nine paid holidays, paid time off (vacation + sick), short-term disability coverage, 403(b) retirement plan, life insurance and an Employee Assistance Program.

Diversity is at the core of the work that we do. Women's Health is committed to promoting diversity, multiculturalism, and inclusion in the workplace, and we encourage people of all races, ethnicities, abilities, gender identities and sexual orientations to apply.

To Apply: Please email your resume and a cover letter, specifically addressing the position responsibilities and your associated qualifications, to jobs@bvwhc.org. No phone calls, please.