



## HR Generalist

**OUR MISSION:** Hand2Hand delivers nutritious food to students over the weekends and on extended school breaks by mobilizing churches, schools, individuals, and businesses to join together, providing hope and opportunity to thrive.

**OUR VISION:** Every student in West Michigan, from early childhood through high school, will have a weekend food opportunity.

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### About Hand2Hand

At Hand2Hand, we believe every child deserves to feel seen, cared for, and loved—especially during the moments when support can feel hardest to find. When school doors close on Friday, many children face a weekend filled with uncertainty, and we exist to step into that gap with compassion and hope.

Hand2Hand is a Christian, faith-based nonprofit that provides food and encouragement to children over the weekend. Each week, we serve up to 15,000 students in 280 schools across 8 counties, meeting the need during the most vulnerable 68 hours of a child's week so they can return to school on Monday nourished, supported, and reminded they are not alone.

**Reports to:** Director of Operations

**Hours:** 32 Hours per week | Full-time, hourly position

### Job Purpose & Description:

The Human Resources Generalist serves as a front-line resource for employees and leaders at Hand2Hand, supporting a healthy, mission-aligned, and people-centered workplace. This role oversees key human resources functions including recruiting, onboarding, payroll, benefits, training, leaves of absence, and employee relations. By stewarding strong HR systems, policies, and practices, the Human Resources Generalist helps attract and retain talented staff, ensures compliance and excellence in payroll and benefits administration, and supports team members with care, clarity, and integrity throughout the employee lifecycle.

### Hand2Hand Core Values

At Hand2Hand, we seek to uphold and model our core values in all interactions and decisions:

- **Prayer-Focused** – We seek God's guidance in all we do, grounding our work in prayer and trust.
- **Wise Stewardship** – We thoughtfully and responsibly steward the resources entrusted to us, honoring donors, partners, and the mission.
- **Relational Partnerships** – We value meaningful relationships and collaboration with churches, schools, donors, volunteers, and one another.
- **Servant Leadership** – We lead with humility, compassion, and a heart to serve, putting others first as we work together to deliver hope.

### Key Responsibilities

**1. Support the Full Employee Lifecycle** - Provide leadership and hands-on support for recruitment, onboarding, retention, employee relations, and offboarding. Partner with supervisors to address employee concerns thoughtfully, document key information, and determine caring, fair next steps that support both individuals and the organization.

**2. Lead Talent Acquisition & Onboarding** - Facilitate full-cycle recruiting for assigned positions, including job postings, interviews, offer letters, and candidate communication. Partner with managers and the marketing team to

support employer branding and social media recruiting. Design and coordinate welcoming onboarding experiences that help new team members feel prepared, connected, and valued.

**3. Administer Payroll, Benefits & Leaves** - Oversee accurate and timely payroll processing and maintain systems including timekeeping, pay changes, and employee records. Administer employee benefits programs (health, dental, retirement, disability), support annual open enrollment, and manage leaves of absence including FMLA, short-term disability, and COBRA with legal compliance and compassionate communication.

**4. Strengthen HR Systems, Policies & Compliance** - Develop, implement, and maintain HR policies and procedures that align with best practices, employment law, and Hand2Hand's mission and values. Ensure accurate and confidential staff records, stay current on employment regulations, and recommend improvements that strengthen organizational health and consistency.

**5. Support Training, Development & Workplace Culture** - Collaborate with leaders to identify training needs and support the development of training materials and programs. Assist with performance evaluation processes and employee development efforts. Promote a flourishing workplace culture by supporting supervisors, encouraging retention, and nurturing staff wellbeing through values-driven, servant-hearted practices.

### Qualifications

- **Education & Relevant Experience** - Bachelor's degree in Human Resources, Business Administration, or a related field and/or SHRM certification preferred. Minimum of two years of human resources experience with demonstrated understanding of employment law.
- **HR Knowledge & Technical Skills** - Broad knowledge of HR principles, practices, and procedures, including recruiting, payroll, benefits administration, and compliance. Experience with payroll and HRIS systems preferred; proficiency with Google Workspace required.
- **Communication & Relationship Skills** - Strong interviewing, public speaking, and relationship-building skills, including the ability to conduct new employee orientations and communicate clearly with staff at all levels.
- **Integrity, Confidentiality & Organization** - Demonstrated ability to handle sensitive and confidential matters with discretion, professionalism, and care. Strong attention to detail, ability to manage multiple priorities, and flexibility to occasionally work outside standard hours as needed.
- **Mission Alignment** - Alignment with Hand2Hand's Christian mission and values, with a heart for servant leadership and supporting a healthy, people-centered organization.

### Benefits

- Competitive hourly pay based on experience and qualifications
- Health benefits (medical, dental, vision)
- 403b with Employer Match
- Paid time off and holidays
- Professional development opportunities
- A supportive and faith-centered work environment

Hand2Hand is an equal-opportunity employer. We encourage individuals of all backgrounds to apply

If this role sounds like a great fit, we'd love to hear from you. Please send your cover letter and résumé to Angie Spears, Director of Operations, at [angie@h2hkids.org](mailto:angie@h2hkids.org).