



Director of Human Resources (Generalist) — Job Summary

The Organization

Atlanta Ronald McDonald House Charities (ARMHC) nurtures the health and well-being of children and families through its two Ronald McDonald Houses, the Ronald McDonald Family Room, and the Ronald McDonald Care Mobile. ARMHC has grown significantly in recent years, and now provides 81 family-friendly guest rooms in two comfortable, supportive Houses near Children's Healthcare of Atlanta.

Atlanta RMHC has a nurturing and supportive culture, which shows in our caring relationships with the families we serve, and among staff and volunteers. The culture of service, collaboration, and compassion is part of Atlanta RMHC's success. Atlanta RMHC is part of a global network of Ronald McDonald Houses Charities. Each Chapter is owned and operated locally and is well-regarded within the global network.

The Opportunity

The Director of Human Resources will run the daily functions of the Human Resources (HR) department, including facilitation of hiring and interviewing staff, administering pay, benefits and leave, and enforcing company policies and practices. The HR Director will drive all areas related to human resources organizational policies, practices and communications. This position also coordinates and manages the intern program for the organization and ensures the activities of the interns meet the needs of the organization. The HR Director researches policy questions, independently conducting various projects, developing innovations, and creating process improvements.

Position Requirements

- Proactive problem-solver who works collaboratively with others to support a positive and productive work environment.
- Extremely detail-oriented and strives for accuracy.
- Enjoys independent data entry and report creation.
- Microsoft Office Suite and Outlook proficiency, with above average skillset in Excel. Ability to learn virtual platforms such as Zoom and Microsoft Teams within 90 days of hire. Is astute in learning, using, and recommending new technologies.
- Knowledgeable in key benefits (FMLA, STD, LTD, etc.) and employment laws (sexual harassment, hiring, Payroll, etc.).
- A multitasker and able to re-prioritize work daily.
- A self-starter able to work independently with minimal supervision.
- Excellent verbal and written communication skills.
- Can effectively work with all organizational levels.
- Motivated to learn all HR disciplines and apply knowledge.
- Can be counted upon to be honest, trustworthy, and uphold the highest levels of confidentiality.

Benefits

- 10 paid holidays annually
- 8 personal days annually
- Competitive paid vacation schedule
- Employee's health benefits (medical, dental, vision, long-term disability) premium is currently paid 100% by the Charity.
- 403(b) plan available. The Charity matches 50% of the employee's contribution (up to a 10% maximum).

To apply

Please send a cover letter, resume, and three professional references with contact information (including at least two of your managers or supervisors) to humanresources@armhc.org.