



LAKWOOD

CEMETERY · CREMATION · COMMEMORATION

JOB DESCRIPTION

Job Title: HR Generalist
FLSA: Exempt
Reports To: Director of Finance and Administration

ORGANIZATION BACKGROUND:

Lakewood is one of the most distinguished and progressive cemeteries in the nation — a Minnesota landmark renowned for its history, art, and natural beauty. As a nonprofit serving families for over 150 years, Lakewood remains devoted to its founding mission, while actively reimagining the role of a cemetery in modern life. While much is changing in the world, we are steadfastly committed to the act of memorialization — recording the details of human lives and creating comforting touchstones where people can go feel closer to those they have lost. Learn more about our mission and offerings at www.lakewoodcemetery.org.

POSITION DESCRIPTION:

Lakewood is seeking a Human Resource Generalist to help us grow, develop, and support a talented team of mission-driven professionals. This process-oriented role will run the daily functions of the Human Resource (HR) department including administering pay and benefits, developing, and implementing HR best practices and policies, and supporting the recruiting, hiring, and onboarding of new team members. The ideal candidate for this role has strength in detail and organization, a strong process and service orientation, empathy and relationship-building, creative thinking, resilience, assertiveness, and adaptability.

WORK SCHEDULE:

Regular work schedule is Monday through Friday from 8:00 a.m. until 4:30 p.m. The person in this role is required to work onsite.

RESPONSIBILITIES:

- Review, track, and document compliance - including mandatory and non-mandatory training, continuing education, work assessments, safety training, anti-harassment training, professional licensure, and aptitude exams and certifications.
- Recruit, interview, and facilitate the hiring of qualified job applicants for open positions in alignment with Lakewood values and culture. Collaborate with departmental managers to understand skills and competencies required for openings.
- Conduct or acquire background checks and employee eligibility verifications.
- Facilitate and organize new hire orientation and employee recognition programs.

- Perform routine tasks required to administer and execute human resource programs including compensation, benefits, and leave, performance and talent management, recognition, training and development, occupational health and safety, and disputes and investigations.
- Handle employment-related inquiries from applicants, employees, and supervisors, referring complex and/or sensitive matters to the appropriate leaders.
- Assist with employee disciplinary meetings, terminations, and investigations.
- Maintain compliance with federal, state, and local employment laws and regulations, and recommended best practices; review policies and practices to maintain compliance.
- Actively engage and research trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law.
- Leverage technology wherever possible to enhance service, communication, and efficiency for team members.
- Partner with management to assess and develop diversity, equity, and inclusion goals, programming, and plans.
- Assist in front office as needed, which may include front desk reception, fielding inquiries, assisting administrative tasks and answering phones.
- Will be expected to perform other duties as assigned and deemed necessary in the overall operations of the maintenance of the cemetery.

MINIMUM QUALIFICATIONS:

- Strong customer service orientation and skills.
- Excellent verbal and written communication skills.
- Excellent interpersonal, negotiation, and conflict resolution skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Ability to prioritize tasks and to delegate them when appropriate.
- Ability to act with integrity, discretion, professionalism, and confidentiality.
- Thorough knowledge of employment-related laws and regulations.
- Proficient with Microsoft Office Suite or related software.
- Proficiency with or the ability to quickly learn HRIS and talent management systems.
- Bachelor's degree in Human Resources, Business Administration, or related field required.
- At least one year of human resource management experience preferred.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The employee is regularly required to sit. The employee is required to use hands to grasp, lift, feel, type, and write. The employee must be able to speak clearly and listen attentively on the

phone and in person. The employee is frequently required to move from a sitting position and stand and walk throughout the office, using stairs. The employee must be able to access and navigate each department at the organization's facilities. The employee must occasionally lift and/or move up to 15 pounds. Specific vision abilities required by the job include close vision, distance vision and depth perception.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Usually, normal office working conditions exist. The noise level in the work environment is usually quiet.

COMPENSATION:

Range of \$50,000-60,000. Salary commensurate with experience.