

**HR Generalist  
(Part-Time 10 hours per week)**

**Teen Parent Connection** (TPC) is a nonprofit agency serving teen parents in DuPage County, Illinois, as they navigate the dual challenges of parenthood and adolescence.

At TPC, our mission is to empower young families by providing the support, resources, and education they need to thrive as individuals while building strong, healthy foundations for their child's future. In addition, we deliver school-based, age-appropriate fact-based prevention education programs in middle and high schools designed to reduce the risk of teen pregnancy and promote informed decision-making.

With a legacy of compassionate guidance and a commitment to innovation, TPC is supported by a dedicated staff, board, and community that work tirelessly to create the strongest possible start for young mothers, fathers, and their children.

We are seeking a dynamic part-time HR Generalist to join our team. The HR Generalist will oversee and manage key human resources functions, including recruitment, onboarding, benefits administration, compliance, and employee relations. This role partners with leadership to foster a positive workplace culture and ensure HR best practices align with Teen Parent Connection's mission and values.

This position is ideal for a human resources professional who is passionate about supporting a mission-driven organization and cultivating an inclusive, supportive workplace for our dedicated team of approximately 25 full-time, part-time, and intern staff members.

**VITAL RESPONSIBILITIES:**

**Recruitment & Onboarding**

- Coordinate the hiring process, including job postings, resume screening, and scheduling interviews.
- Conduct new employee orientations and ensure smooth onboarding experience.
- Maintain accurate and up-to-date job descriptions.

**Employee Relations & Compliance**

- Serve as a point of contact for HR-related questions, promoting a positive and inclusive workplace culture.
- Ensure compliance with federal, state, and local labor laws, including record-keeping and policy updates.
- Support performance evaluations, progressive discipline, employee engagement initiatives and professional development opportunities.

### **Benefits & Payroll Support**

- Assist with benefits administration, including enrollment, changes, and employee inquiries.
- Work with the finance team to ensure accurate payroll processing and employee record-keeping.

### **HR Administration & Policy Management**

- Maintain confidential HR files and employee records.
- Assist in the development and implementation of HR policies and procedures.
- Track and report HR metrics as needed.
- Other duties assigned are based on dept and staff needs.

### **Technology & Systems**

- Utilize HR systems for employee records, payroll, and benefits administration.
- Preferred experience with iSolved benefits/payroll and/or other HRIS Software a plus
- Proficiency in Microsoft Office, including Excel, Word, and Outlook

### **TALENTS AND CREDENTIALS:**

- Bachelor's degree in human resources, Business Administration, or a related field preferred (equivalent experience considered)
- 3+ years of solid HR experience, preferably in a nonprofit or small business setting
- Knowledge of federal and Illinois employment laws and HR best practices
- Strong organizational skills and attention to detail
- Ability to handle sensitive information with discretion and professionalism.
- Proficiency in Microsoft Office Suites and HRIS systems
- HR Certification a plus - but not required.

### **BENEFITS AND PERKS**

This is a non-exempt, part-time position averaging up to **10 hours per week**, with occasional additional hours required during peak periods such as enrollment, onboarding, and fiscal year-end activities.

- Flexible work schedule within a hybrid office environment
- Pay range: **\$25.00–\$30.00 per hour**, based on experience and qualifications
- PTO and holidays (prorated for part-time employees)
- Casual dress code

**For consideration:** If you share a passion for non-profits and want to be a part of a mission driven organization who is impacting the lives of adolescent parents and their children, we would like to speak with you! **To apply, please email letter of interest and resume to [hr@teenparentconnection.org](mailto:hr@teenparentconnection.org)**

## **Teen Parent Connections is an Equal Opportunity Employer**

Teen Parent Connection is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.