



Human Resources (HR) Generalist

The HR Generalist plays a vital, hands-on role in supporting the HR function for a mission-driven Northern Colorado based media nonprofit. Reporting to the President & CEO, you'll be deeply involved in administrative HR tasks and provide essential support in employee onboarding, records maintenance, and HR communications to promote a positive organizational culture at two public media outlets, KUNC (NPR and news) & The Colorado Sound (music discovery).

Key Responsibilities:

- Facilitate recruitment processes, including posting positions, scheduling interviews, conducting background checks, and coordinating candidate follow-ups.
- Coordinate onboarding and offboarding; prepare orientation materials and ensure completion of required paperwork in a timely manner.
- Maintain accurate HR records and employee files in HRIS or secure databases.
- Assist with benefits coordination—enrollment, changes, and inquiries.
- Process payroll-related tasks and support time-off tracking.
- Serve as a point of contact for staff questions about HR policies and procedures.
- Execute administrative HR tasks like drafting communications, securing & scheduling training, and maintaining HR documentation.
- Support compliance efforts with federal and state employment regulations (e.g., FLSA, ADA, local Colorado mandates and out-of-state employee compliance).
- Collaborate with leadership to support employee engagement and cultural initiatives.

Qualifications:

- Bachelor's degree in Human Resources, Business, or related field (or equivalent experience) is preferred. GED or High school diploma is required.
- 2-3 years of experience in HR is required.
- Hands-on knowledge of HR fundamentals, including onboarding, payroll, benefits, and recordkeeping.
- Strong organizational skills with meticulous attention to detail.
- Ability to work independently and problem-solve.
- Excellent communication skills both written and interpersonal; regular communication to the President & CEO is critical.
- Proficient in HRIS, Google Workspace, MS Office, and able to quickly adapt to new systems.
- Capacity to handle confidential and sensitive information with discretion.

Schedule:

- Part-time position, approximately 20 hours per week
- Flexible scheduling options may be available
- Onsite two days a week, remote work other days

Pay Range:

- \$25- \$29 per hour, depending on qualifications and experience.

Benefits:

- Retirement plan
- Life insurance and Disability
- Professional development and training opportunities
- Employee recognition programs

Join us and be part of a team that values collaboration, growth, and making a positive impact in the workplace.

VISION

At Community Radio for Northern Colorado (CRNC), we dream of a world where every person feels seen, heard, and valued - a future where news and music foster understanding and community.

MISSION

Every day, CRNC inspires, informs, and entertains. We provide trusted information, innovative programming, and music that moves the soul.

VALUES

Accountability: Our work is focused on the vitality and enrichment of our communities and the people who comprise them. We seek every day to earn the trust of the people we serve through transparency, engagement, active feedback, and a commitment to excellence.

Community Service: To serve impactfully, we must be deeply engaged with our audiences. We are curious, and we actively develop opportunities to create dialogue and to listen so that we can better understand the needs and aspirations of our communities.

Innovation and Growth: Just as our communities' needs evolve, so must we. That's why we are committed to adaptation, to forging new partnerships, to embracing the changing media and technology landscape, and to delivering our services in new ways, and on platforms and at times that serve people's unique needs.

Respect: We value respect by fostering a welcoming working environment where everyone's unique contributions are honored, encouraging learning, appreciation, and a strong sense of community. We apply this value when interacting with our sources, musicians, donors and members, and the public-at-large.

To apply, please visit this website:

<https://communityradiofornortherncolorado.applytojob.com/apply/Kemk0PLypn/HR-Generalist>