



# United Way OF THE GREATER LEHIGH VALLEY

## United Way of the Greater Lehigh Valley Job Posting

Position: Human Resources Generalist  
Department: Executive Office  
Supervisor: AVP, People & Culture  
Status: Salary, Exempt, Full-time  
Salary range: \$60k to \$65k annually

### **Position Description**

The Human Resources Generalist administers day-to-day HR operations across the employee lifecycle, including recruitment, onboarding, offboarding, benefits administration, payroll processing, employee relations, compliance, and HRIS maintenance. This role ensures accurate execution of HR policies, employment practices, and regulatory requirements while serving as a primary point of contact for employee questions and issues. The HR Generalist supports managers with performance management processes, documentation, and employee actions, and contributes to maintaining a compliant, equitable, inclusive, and mission-driven workplace.

### **Work Experience and/or Education**

- SHRM or HRCI Human Resources certification & Associates or higher degree with a major in Human Resources required.
- 1-plus years of paid working experience in any professional office setting.

Reasonable accommodations may be made to enable individuals to perform the essential functions. United Way of the Greater Lehigh Valley is an equal opportunity employer.

### **Benefits Package**

In addition to the base pay and annual COLA increases this position is eligible for performance based annual bonuses which are typically 2%-4% of base pay. The benefits package includes subsidized medical, dental and vision insurance, fully paid life and ltd insurance, a 401k retirement plan with employer contributions and a generous paid leave policy.

### **Work Location & Schedule**

This position will report in person to our office in Allentown, PA on Thursdays and Fridays and work remotely Monday-Wednesday. There will be an occasional need to report to the office in person for meetings Monday-Wednesday (1-2x a month).

### **Apply here**

<https://my.career.place/static/jobs/human-resources-generalist-cmok5v1y1p2ra0jlc0fp7rxzm?source=uwglv>