



ASSOCIATION FOR ENERGY AFFORDABILITY INC.

JOB POSTING

<u>Job Title:</u>	Human Resources Generalist/Recruiter
<u>Primary Work Location:</u>	Bay Area, CA
<u>Supervisor:</u>	Director of Human Resources with a dotted line to Director of West Coast Operations
<u>FLSA Classification:</u>	Exempt
<u>Projected Salary Range:</u>	Competitive; commensurate with experience

Overview: Association for Energy Affordability (AEA) is a rapidly growing non-profit energy services and training organization which is dedicated to achieving energy efficiency in buildings in order to foster and maintain affordable and healthy housing and communities. Energy consulting services are completed through AEA's participation in a variety of federal, state, and local energy efficiency initiatives. AEA is a national organization with over 25 years of industry experience, and has been operating a West Coast office for over seven years. For more information about AEA, see <http://www.aea.us.org>.

Position Summary: AEA West is seeking a Human Resources Generalist/Recruiter to join our tight-knit, talented team of "Energy Geeks". The candidate should have broad experience across the HR spectrum, with a particular focus on recruitment/talent acquisition. If you are passionate about human-centric workplaces and fostering a positive work environment, we'd love to meet you.

Bonus points if you have experience in energy conservation and renewable energy, but not necessary as HR can navigate in any sector/industry.

The Human Resources Generalist/Recruiter will assist with general HR functions, and help us find talented colleagues, providing exceptional candidate and onboarding experiences. He/She/They is expected to be a self-starter, an independent problem solver, and a strong team-player.

Responsibilities: The Human Resources Generalist/Recruiter areas of responsibility will be:

- Recruitment/Talent Acquisition (job posting, screening resumes, conducting phone interviews, scheduling interviews with hiring managers, attending career fairs)
- Build an effective recruitment strategy to support a high-volume, fast paced environment
- Onboarding new employees to continue building a high-engagement culture
- Managing 360 performance review process
- Updating and maintaining career track matrix
- Assisting with the annual performance review process
- Assisting director of human resources with human resources projects and initiatives

These job responsibilities may be revised over time to ensure the functional responsiveness of the Human Resources Generalist/Recruiter to AEA and Federal and California State program requirements.

Minimum Qualifications:

- Bachelor's degree and 2-3 years of experience in human resources and recruitment/talent acquisition
- Demonstrated ability to attract, recruit and retain new talent
- Knowledge in the following areas of human resources: recruitment, performance management, career path planning, HR data and analytics
- Strong attention to detail
- Excellent interpersonal, communication, organization, and presentation skills
- Ability to build relationships and credibility with all levels across the organization
- Proficiency in Microsoft Office Suite, ATS (Indeed, LinkedIn Recruiter, ADP), Employee Evaluation Software (Grapevine)

Additional Qualifications Desired:

- Familiarity with local, state and federal employment laws
- Understanding the principles of diversity, equity, inclusion and belonging, and how they inform hiring decisions

Must be able to legally work in the country where this position is located without visa sponsorship. AEA requires a COVID-19 vaccination for all employees. Therefore, all new employees are required to present proof of vaccination status upon hire unless they qualify for a medical or religious exemption.

EEO Non-Discrimination and ADA Reasonable Accommodation Statement:

Applicants are considered for all positions without regard to race, color, creed, religion, age, national origin, alienage or citizenship status, gender, sexual orientation, gender identity, marital or partnership status, disability, military status, veteran status, or predisposing genetic characteristics. AEA does not discriminate on the basis of physical or mental disability where the essential functions of the job can be reasonably accommodated. Determinations on requests for reasonable accommodation will be made on a case-by-case basis. For more information on the physical requirements of this position and/or if you need reasonable accommodation for any part of the application and hiring process, please notify the agency at 212-279-3902 Ext-8265 or aberesford@aea.us.org

We maintain an inclusive culture where everyone feels safe to contribute and help us innovate, and encourage people from diverse backgrounds to apply to our open roles.

TO APPLY: Interested applicants must submit a cover letter and resume to Amy Beresford, Director of Human Resources, at aberesford@aea.us.org to be considered for this position. In your cover letter, please share examples of your current or past HR work that you were most proud of and why. Please note that candidates with Gmail should check their spam folder for @aea.us.org correspondence. You may find all of our open positions at our Careers site here: <https://aea.us.org/about/#careers>

AEA offers excellent benefits, including medical/dental/vision, commuter plan, 401(k) w/ matching contribution, generous PTO, educational assistance, hybrid work arrangement and many development opportunities.