



**Diocese
of Toledo**

Employment Opportunity
Human Resources Generalist
Diocese of Toledo | Human Resources Office

The Diocese of Toledo is searching for a Human Resources Generalist to provide high quality, front-line human resource support and guidance to Pastoral Center employees and diocesan parishes, schools and affiliated organizations, delivering expertise and best practices in hiring, compensation, benefits, policy implementation, conflict resolution, corrective action, and compliance with employment laws and diocesan policy.

Primary responsibilities include:

- Provides full-cycle recruitment for the Pastoral Center. Advises diocesan parishes, schools and affiliated organizations on similar recruiting processes.
- Provides guidance and assistance to schools, parishes, and employees in matters related to employee benefits. Oversees day-to-day use of online benefit administration platform, serving as contact person for location administrators.
- Assists with administration of diocesan Workers' Compensation and Unemployment programs.
- Assists the Human Resources Office in updating policies and procedures and administering human resources programs. Coordinates training sessions/workshops/programs to disseminate information throughout the diocese.
- Provides advice and counsel to parish/school leadership to support them in all areas of human resources. Acts as a resource to parishes, schools and Pastoral Center supervisors by interpreting handbook policies and procedures and advising actions in compliance with appropriate local, state, and federal employment laws and regulations.
- Serves as Family and Medical Leave Act Administrator. Provides advice and counsel to diocesan entities in their administration of FMLA and specific case issues.

Candidates for the position must possess:

- Bachelor's Degree in Business Administration, Human Resource Management, or a field closely related to the major duties and responsibilities of this position.
- At least three (3) years of professional human resources experience in an HR Generalist or similar role. PHR, SHRM-CP or other relevant certification is preferred.
- Must have the ability to develop and maintain positive relationships with employees at all levels. Ability to face situations firmly, courteously, tactfully, and with respect for the rights of others. Strong interpersonal, written, and verbal communication skills.
- An appreciation for the mission of the Catholic Church and a desire to serve in a ministry environment in support of its parishes, schools, ministries and employees.

This is a full-time position with a comprehensive benefits package. Qualified candidates please submit cover letter, resume and salary expectations to: Meghan Reed, Director of Human Resources, humanresources@toledodiocese.org