



**An Invitation to Apply for the Position of  
HR Generalist  
Collaborative for Academic, Social, and Emotional Learning (CASEL)  
Chicago, Illinois  
April 2019**

**Organizational Summary:**

The Collaborative for Academic, Social, and Emotional Learning (CASEL), a nonprofit organization based in Chicago, and a trusted source for knowledge about high-quality, evidence-based social and emotional learning (SEL). CASEL's mission is to help make evidence-based SEL an integral part of preschool through high school education across the country. We are transforming American education through SEL by collaborating with leading experts and supporting districts, schools, and states nationwide to drive research, guide practice, and inform policy. Together, we are enabling all young people in our diverse society to lead healthier, happier, more productive, and fulfilling lives.

With committed and growing philanthropic funding and a cohesive strategic plan, CASEL is endeavoring to:

- Support the implementation and document the impact of systemic SEL in large school districts and socio-demographically diverse school districts across this nation.
- Capture, refine, and test the learnings to advance the research base for the process of implementing systemic SEL and share that knowledge broadly.
- Identify and evaluate interventions and assessment tools to accelerate high-quality implementation of SEL nationwide.
- Partner with SEL program providers, colleges of education, professional organizations, school districts, and researchers to support scaling of SEL.
- Promote federal and state policies that encourage academic, social, and emotional learning.
- Strategically communicate to foster widespread demand for SEL as an essential part of students' education at the classroom, school, district, state, and national level.

CASEL is overseen by a distinguished 14-member Board of Directors. They include Timothy P. Shriver (Chair), Ann S. Nerad (Vice Chair), Roger P. Weissberg (Vice Chair), Stephen D. Arnold (Treasurer), Larry Aber, David Adams, Marc Brackett, Catherine Bradshaw, Deborah Delisle, Paul Goren, Janice Jackson, Chi Kim, Kimberly Schonert-Reichl, and Andrea Wishom.

**Position Description:**

We are in search of an experienced HR Generalist who will be responsible for applying business knowledge and human resources expertise to enhance and support our growing staff. We are looking for a PART TIME (approximately 24 hours a week) individual who will work in our offices in the West Loop. This person will work closely with the Operations Team, specifically the Chief Operating Officer and Manager of Operations with a focus on the following:

- Recruitment: Creates job descriptions, facilitates the recruitment process including advertising for open positions, interviewing, working closely with hiring managers and seeing the process through to an offer.
- Performance Evaluations: Manage, track and systemize the annual review process for all staff.
- Complete the new employee handbook and keep updated version available to staff
- Plan and conduct new employee orientation and on-boarding, career pathing, employee relations, and terminations.
- Manage employee Leaves of Absence (LOA): FLMA and Non-FLMA personal leaves.
- Participate in administrative staff meetings and attend other meetings, such as seminars.
- Assist in conducting investigations in employee situations including but not limited to harassment, discrimination, and violation of company policies.
- Play a key role in the success of the organization while facilitating a positive relationship between personnel and management.
- Manage professional development initiatives for all staff including coordinating management training seminars and staff retreats.

**Qualifications**

- A minimum of a Bachelor's Degree. A Master's Degree is preferred and/or an HR Certification.
- Minimum of 5 years of HR Generalist experience in an HR department. Non-Profit experience a plus
- Excellent judgement and organized and methodical in problem solving.
- A positive and enthusiastic manner, enjoy teamwork, and have an open and collaborative work style.
- Strong interpersonal communication skills, and the ability to establish and maintain effective working relationships across all levels of the organization.
- Detail oriented, with excellent written and oral communication skills.
- The ability to be innovative and the initiative to work independently.
- The skills to translate concepts into actionable plans.
- Excellent computer skills, proficient in MS Office Suite and Google Docs. Any experience with Harvest Time Tracking, ADP TotalSource, Asana, Salesforce and Slack a plus

**Compensation**

CASEL seeks to maintain compensation packages competitive within the nonprofit and education sectors, commensurate with experience.

**To Apply**

Please email a **thoughtful cover letter and resume** outlining how your skills and experience meet the qualifications of the position and stating how you heard about this opportunity to [careers@casel.org](mailto:careers@casel.org). Please include the position title in the subject line of your email message. We regret that we will not be able to respond to phone inquiries about this position.

*The Collaborative for Academic, Social, and Emotional Learning is an equal opportunity employer. CASEL evaluates applicants for employment on the basis of qualifications, merit and work-related criteria without regard to race, color, religion, gender, national origin, age, sexual orientation, mental or physical disabilities, pregnancy, medical condition, marital status or any other characteristic protected by law. CASEL employs and values a diverse work environment.*