

*Are you seeking to make a significant impact in the lives of families and children? You may be the perfect person for either positions listed below at Greenbriar Children's Center in beautiful Savannah, GA to assist in carrying out the mission of Greenbriar of "nurturing children and strengthening families". Greenbriar Children's Center has following employment opportunities for you to make a difference in the lives of families and children: **Human Resources Generalist***

The Human Resources Generalist manages the day-to-day operations of the Human Resource office. The HR Generalist manages the administration of the human resources policies, procedures, and programs. The HR Generalist carries out responsibilities in the following functional areas: departmental development, employee relations, training and development, benefits, compensation, organizational development, and employment.

- Minimum of a bachelor's degree or equivalent in Human Resources, Business or Public Administration, or Organization Development or equivalent. Master's degree preferred.
- Three to five plus years of progressive leadership experience in Human Resources positions.
- Specialized training in employment law, compensation, organizational planning, organization development, employee relations, safety, training, and preventive labor relations, preferred.
- Professional in Human Resources (PHR) certification preferred, not required.
- General knowledge of employment laws and practices.
- Experience in the administration of benefits and compensation programs and other Human Resources programs.
- Excellent computer skills in a Microsoft Windows environment. Must include Excel and demonstrated skills in database management and record keeping.

**Send all inquiries to Gena P. Taylor at [gtaylor@greenbriarchildrencenter.org](mailto:gtaylor@greenbriarchildrencenter.org). Please no telephone calls.**

Greenbriar Children's Center, Inc. shall not discriminate on the basis of race, color, religion (creed), gender, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers, selection of vendors, and provision of services.