



People and Culture Generalist- US based

About Seed Global Health

Seed Global Health (Seed) envisions a world in which a robust health workforce strengthens every country to best meet the health needs of its population. We partner and invest deeply in the health workforce and health systems in Malawi, Sierra Leone, Uganda, and Zambia. We educate and train health workers across a variety of cadres and specialties, strengthen the quality of care in our partner health facilities, and improve the national and global policy environments to support health workers. Our approach is context-driven and country-led. We partner deeply with students, faculty, clinical providers, health institutions, and national and global policymakers across three core, interrelated pillars of education, practice & policy to drive results and impact.

For more information, please visit www.seedglobalhealth.org.

Our vision is a just, equitable, and healthy world.

Our mission is to expand access to quality care and improve health outcomes for all.

Our living values are:

Integrity & Accountability (Doing the right thing and doing it right)

- At Seed, we prioritize integrity and accountability in all actions. Integrity involves making ethical choices based on respect and a commitment to continuous learning. Accountability ensures these choices are implemented justly. We foster trust and mutual respect through meaningful dialogue and advocacy.

Authenticity & Open Communication (Open Minds, Open Doors)

- At Seed, we value diverse voices and perspectives. We communicate with humility and honesty, navigating differences to find common ground. Authenticity allows us to show our true selves in a safe environment, fostering innovation and progress through open communication.

Humanity & Respect (Putting people at the heart of everything we do)

- At Seed, we adopt a human-centered approach, prioritizing the well-being and development of every individual and family. We lead with care and compassion, constantly asking, "What would this mean for the people we work with?" This people-centered mindset is central to our mission.

Position Summary

Seed Global Health is seeking an experienced and collaborative People and Culture Generalist to support People and Culture initiatives and contribute to a thriving organizational culture. This position will be responsible for executing core people functions in partnership with the global People and Culture team to ensure strategies and initiatives are delivered effectively. You will support US and global talent management across recruitment, compliance, benefits, compensation, and employee relations, and be engaged to foster a culture that supports the performance and well-being of our staff.

Reporting to the Global Director of People & Culture, the People and Culture Generalist will primarily cover US HR operations while supporting global teams on special projects. The ideal candidate will bring hands-on HR Generalist experience, strong knowledge of multi-state compliance, exceptional project management skills, and a passion for fostering a positive work environment. You will work proactively with cross-functional teams across our operational countries, USA, Malawi, Uganda, Sierra Leone, and Zambia and our Global teams. Your experience in global or cross-cultural settings will enable you to fully engage with our growing teams.

Duties and Responsibilities

US People and Culture Management- 60%

Compliance and Policy Management:

- Ensure compliance with US local labor laws, and US HR regulations, including employee contracts, tax implications, OSHA, state unemployment reports and health and safety standards.
- Maintain up-to-date knowledge of local, regional, and international HR best practices and policies.
- Collaborate with legal and finance teams to ensure compliance with relevant laws and regulations in all regions where the organization operates.
- Ensures compliance with state, local, and federal guidelines and policies to protect the business and its employees.

Performance Management:

- Assist in the performance management process and help managers to set clear performance expectations for staff and educators.
- Support employee development initiatives, including career planning and goal setting.
- Help managers address performance issues and support the implementation of performance improvement plans (PIPs).

Compensation and Benefits:

- Assist in the development and administration of competitive compensation and benefits packages in accordance with Seed policies and best practices.
- Support salary benchmarking and annual compensation reviews.
- Understanding of and management of payroll in a multistate employer setting (registrations and taxes);
- Provide guidance to staff and educators regarding US benefit programs, US payroll, and other US HR policies.
- Support staff in all leave policy administration including but not limited to FMLA.

Learning and Development:

- Identify training and development needs and coordinate learning opportunities to support staff development.
- Facilitate the creation of training materials or partner with external providers to deliver skill development programs.
- Assist in the development of leadership programs to foster internal talent.

HR Data Management and Reporting:

- Maintain accurate employee records and HR databases for all employees.
- Analyze HR data to identify trends and assist in decision-making related to workforce planning, retention, and engagement.

- Prepare reports on HR metrics such as turnover rates, employee satisfaction, and diversity and provide analysis for HR program delivery and continuous improvement of the services, prepare regular monthly, quarterly, and annual global HR reports as requested
- Contribute to global HRIS system optimization and data integrity efforts

Global People and Culture Management contribution- 40%

Strategic Engagement:

- As part of the Global People and Culture team, contribute to strategic P&C strategy of Seed.
- Be a strategic partner to the US managers and staff across Seed to ensure strategic people and culture goals, policies and programs are aligned US staff needs and Seed business initiatives.
- Lead and support cross-country projects aimed at improving the employee lifecycle experience

Recruitment and Talent Acquisition:

- Support the talent acquisition strategy for staff and educators across all countries including job postings, candidate screening, interviews, and job offers working together with other People and Culture Generalists.
- Ensure job descriptions are up to date and compliant with all local, state, and federal regulations
- Manage orientation for all staff and educators with the support of the leadership team and working closely with the Global Director.
- Coordinate with People and Culture team and global leadership to ensure the sourcing of diverse talent aligned with Seed needs.
- Assist with onboarding and orientation of staff and educators into HR systems and the organization's culture and values.
- Manage Seed in improving the current ATS systems. Research and upgrade our current ATS system to support the growing organization.
- Support organization- wide change initiatives and transformations through strategic involvement

Employee Relations:

- Support the Global Director of People & Culture by acting as a point of contact for employees in the US and educators on people-related issues and provide guidance on organizational policies, procedures, and benefits.
- In partnership with the Global Director of People & Culture, mediate employee relations issues, fostering positive and effective working relationships with specific US oversight.
- Ensure that the organization's values, culture, and ethical standards are upheld across all teams.
- In partnership with the Global Director of People & Culture, support initiatives to enhance employee engagement and satisfaction across multiple locations.
- Promote work-life balance programs and mental health support for global team.
- Consistent exercise of independent judgment and discretion in matters of significance;

Qualifications

- Bachelor's degree in Human Resources, Business Administration, or a related field
- 4 - 8 years of HR Generalist experience, including compensation, benefits, and payroll administration
- Proficiency in MS Office, HRIS, and payroll software; Bamboo HRIS and Paycor payroll software knowledge a plus
- Strong knowledge of multi-state HR compliance requirements
- Experience partnering with senior managers on HR operational matters
- Experience working at a global organization preferred
- 3+ years of recruitment and/or HRBP experience preferred
- Proven experience in a cross-cultural setting

- Excellent verbal and written communication skills
- Strong problem-solving skills and resourceful thinking
- Strong empathy and interpersonal skills
- Detail-oriented with excellent organizational skills

Working Conditions

- Location: Remote in the Eastern time zone, with preference for candidates based in the Boston, MA area.
- Boston-based candidates may have the option for a hybrid schedule - one day per week in the office.
- Flexible work schedule between the hours of 7am and 7pm EST.
- Will be based in an office environment and be required to sit/stand for up to eight hours or more per day

Compensation and Benefits

Salary Range: \$75,000 – \$90,000

Competitive base salary commensurate with experience, as well as health/dental/vision insurance, 401K, vacation, sick, floating holiday and birthdays off.

Candidates must have and be able to maintain the right to work in the United States.

Seed Global Health provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, transfer, leaves of absence, compensation and training.

If applicants require reasonable accommodation in completing the job application, interviewing, completing any pre-employment testing, or otherwise participating in the selection process, please direct your inquiries to jobs@riseglobaltalent.com

Interested applicants are encouraged to apply as soon as possible. Applications will be reviewed on a rolling basis.

HOW TO APPLY

Please submit your resume and cover letter to jobs@riseglobaltalent.com