



Planned Parenthood of Bedford Heights is now hiring for the following position:

- **Name of Company:** Planned Parenthood of Greater Ohio
- **Full or Part-time:** Full Time
- **Job/Position Title:** Associate Relations Generalist
- **Job Description:**
  - The Associate Relations Generalist is a champion of the “In This Together” ethos by providing expert counseling services to associates, managers, and leaders of PPGOH. Tending to the team, respecting, and honoring all people, and ensuring that associates have the tools and resources they need for success is critical to the functioning of human resources. The Associate Relations Generalist will partner across multiple departments in an assigned region and act as a subject matter expert in areas of associate engagement, conflict management, performance evaluation, team building, benefits, HR best practices, and any application of local, state, and federal employment laws. **\*Please note this position requires quarterly travel to our health centers located in Northeast Ohio.\***
- **Employment Criteria:**
  - Bachelor’s degree in human resources, business administration, or another related field
  - At least 3 years of progressive experience in human resources required
  - Experience in non-profit healthcare setting preferred
  - Excellent written and verbal communication skills
  - Understanding of employment practices and employment law
  - Exceptional organizational skills and attention to detail
  - Ability to make informed, independent, and objective judgement
  - Knowledgeable of Affirmative Action and Equal Employment Opportunity requirements
  - Strong problem-solving skills
  - Proficient with Microsoft Office Suite
  - Commitment to the ethos, values, and service standards of Planned Parenthood and ability to communicate these to associates, volunteers, prospective job applicants, and others in the community
- **Benefits (if any):**
  - Paid Time Off
  - Paid Parental Leave
  - Medical 90% employer-paid base medical plans for single coverage
  - Dental
  - Vision 100% employer paid
  - Life Insurance 100% employer paid
  - Accidental Death & Disability 100% employer paid
  - Long Term/Short Term Disability 100% employer paid
  - 401(k) with matching employer contribution up to 4%
  - Nine (9) paid holidays per year
- **Salary Range:** \$55,000 - \$65,000/year
- **Are you an Equal Opportunity Employer?:** YES!

This link will take interested folks directly the application:

<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=48317&clientkey=BF1F3E248BBC4F9D9CB7A6483242BD94>