



Human Resources Generalist

PBS North | The North 103.3FM, a dynamic and evolving public media organization based in Duluth, MN, is seeking a Human Resources Generalist. This role is designed for a motivated professional ready to manage day-to-day human resources operations while actively preparing for increased leadership responsibilities. The ideal candidate is someone currently looking to elevate their career and grow into a management or director-level capacity as the organization expands.

Reporting directly to the President and General Manager, the Human Resources Generalist works closely with leadership to ensure seamless HR operations. This position serves as a primary point of contact for employees and vendors, managing records, benefits, and internal communications regarding policy updates. We are looking for an individual with a strong desire for professional advancement and a commitment to long-term departmental growth.

Duties and Responsibilities:

- Support daily HR operations and strategic administrative functions
- Coordinate recruitment efforts including job postings, scheduling interviews, and onboarding
- Maintain accurate employee records and HR systems with a focus on process improvement
- Manage benefits administration and invoice reconciliation while addressing employee inquiries
- Facilitate performance management processes and developmental documentation
- Administer biweekly payroll in compliance with company policies and applicable regulations
- Ensure strict compliance with HR policies and evolving employment laws
- Prepare comprehensive HR reports and maintain organizational documentation
- Maintain absolute confidentiality of employee records and sensitive information

Knowledge, Skills, and Abilities:

- Strong organizational and professional communication skills
- Ability to handle sensitive information with a high degree of discretion
- Comprehensive knowledge of employment laws and modern HR practices
- Ability to multitask and prioritize effectively in a fast-paced environment
- Exceptional attention to detail and accuracy
- Proficiency with Microsoft Office Suite and HR information systems

Education and Experience Requirements:

- BS/BA degree in Human Resources or a related field preferred
- Minimum of 2–3 years of HR or administrative experience with a demonstrated trajectory of growth

Other Requirements:

- Ability to occasionally lift and carry up to 25 lbs
- Prolonged periods of sitting at a desk and working on a computer
- Ability to attend off-site meetings and professional development trainings
- Occasional evening or weekend hours may be required to meet organizational goals

Salary Range:

- \$60,000 to \$66,000