



Career Opportunity
Human Resource Generalist
The Diocese of Buffalo
Catholic Center
795 Main St
Buffalo, NY 14202

Established on April 23, 1847 by Pope Pius IX, the Diocese of Buffalo initially covered an expansive 16 counties and had just a handful of priests to serve a rapidly growing population. Today, the Buffalo Diocese is home to over 570,000 Catholics, spanning almost 6,500 square miles and encompassing eight in Western New York. The Diocese of Buffalo has embarked on a journey (“The Road to Renewal”) to reinvigorate Catholic faith, more fully optimize parish and diocesan resources, and increase the impact of our varied ministries. Through our parishes, Catholic schools, Catholic Charities, Catholic Health and countless other ministries, the Diocese of Buffalo lives out a mission of evangelization, charity and service each and every day to both Catholics and non-Catholics alike.

Opportunity

The Catholic Center offers a highly experiential and challenging career opportunity within the Human Resources Department. Reporting directly to the Executive Director, The Human Resources (HR) Generalist is responsible for supporting the daily functions of the Human Resource department including:

- First point of contact for all HR related matters from the Diocese of Buffalo including Parishes, Schools, and other affiliated organizations
- Recruitment and selection: posting jobs, employment offers, background and reference checks
- New employee onboarding
- Manage employee relations issues with oversight from the HR Director
- Maintain and recommend changes to HR Policies and Practices
- Employee termination process
- HRIS - Maintaining employee files and records
- Identifies and develops internal process improvements and system enhancements
- Provide administrative support as needed

Requirements:

- BA/BS degree
- Minimum 5 years of HR experience
- Minimum 2 years of employee relations experience
- Knowledge of federal, state and local employment laws
- Tech savvy with proficiency in MS Office, ability to create reports and PowerPoint presentations
- Strong attention to detail
- Excellent oral and written communication skills with the ability to express ideas in a confident, organized and articulate manner

Please send cover letter and resume to: cshoro@buffalodiocese.org