



Career Posting – Human Resources Generalist, Madison

Lodgic Everyday Community’s People and Business Resource Center is looking for an energetic Human Resources Generalist to oversee recruitment, hiring, onboarding, benefit administration and administration of policies, procedures and training programs in its Madison, WI, location. The HR Generalist will also be responsible for the HR Information System (HRIS) and team member relations.

The HR Generalist will consult with other Human Resource Generalists at other Lodgic locations as well as the Chief Human Resource Officer at Moose International Headquarters.

Lodgic Everyday Community

Lodgic Holdings Inc., dba Lodgic Everyday Community, is a wholly owned subsidiary of Moose International, one of the world’s largest and oldest fraternal orders.

Over the next few years, 50% of America’s workforce will be self-employed, freelance, or remote working in some capacity. The traditional work-life balance has changed; work and home are no longer separate, and managing responsibilities to both has become a juggling act.

Lodgic Everyday Community was conceived in response to this dramatic change in the national workforce and changes to the lives of modern families. Lodgic Everyday Community:

- is the nation’s first-ever destination uniting flexible coworking and offices, state-licensed drop-in childcare, meeting and event spaces, and all-day food & beverage under one roof;
- is designed to support and empower modern working families, entrepreneurs, mobile professionals, and whole communities to thrive in their aspirations; and
- delivers an uplifting, service-oriented, collaborative, hospitality-forward experience that serves the modern worker’s need for flexibility and support in key areas of life and at all times of day.

At Lodgic Madison, users are welcome to plug in when they what, how they want,

leveraging just one service area or all:

- Lodgic Workplace is membership-based, designed to serve a variety of coworking needs for solopreneurs, small businesses, remote workers, or anyone who wants a creative, energizing, design-driven, hospitality-forward professional environment where they can enhance their productivity, enrich their professional network, and enjoy professional support and hosting services not otherwise available to today's on-demand workers and small businesses.
- Lodgic Kids Camp is enrollment-based drop-in childcare for children 12 months to 12 years, open to any parent who wants the best of both worlds: a high-quality, fully licensed, play-based learning environment and the flexibility of only paying for the care they use, with extended hours on nights and weekends, plus hourly and weekly package pricing available.
- Everyday Kitchen is a full-service, polished casual restaurant optimized to compete effectively in the overall Madison dining market with a modern American comfort food menu centered on the restaurant's showpiece open-flame spitfire grill, plus creative takes on classic cocktails. A daytime café also provides a coffee and juice bar and a wholesome menu of fresh-made sandwiches, salads, pastries, and all-day breakfast.
- Lodgic Events provides gathering spaces to host meetings, presentations, parties, and memorable catering or cocktail events.

Lodgic Everyday Community is designed as a scalable multi-unit brand poised for national growth. The first location opened in Champaign, IL, in 2018, followed by this second location in Madison, WI, opening in March 2020. A third location will open in Louisville, KY, in May/June 2020.

For more information, visit lodgic.org.

Human Resources Generalist, Lodgic Madison

Core Job Responsibilities

- **Talent Acquisition:** job postings, applicant screenings, interview scheduling, tentative offers, reference and background checks. Makes recommendations to retain staff.
- Schedule and conduct new hire onboarding including employee benefits.

- Assist in **Performance Management**; initiate performance reviews, advise/coach mgmt. through the progressive disciplinary and documentation processes – assist with the monitoring of wages and salary structure.
- **Employee relations and Communications.**
- Recommends team member relations practices necessary to establish a positive employer-team member relationship and promote a high level of team member morale and motivation.
- Conducts staff practice investigations when team member complaints or concerns are brought forth.
- Assist in the maintenance of the Lodgic handbook communicating policy changes to staff.
- **Compensation and Benefits Administration** to include health benefits and 401(k) administration.
- Provides competitive market research and prepares pay studies to help establish pay practices and pay bands that help to recruit and retain team members.
- **Record Development and Maintenance** working within the Human Resource Information System.
- Establish and maintain employee training records including DCFS and Health Dept. reporting requirements
- Assist with scheduling trainings with external vendors.
- Will work with the Moose International Risk Management Office for workers' comp issues.
- Team member safety, welfare, wellness and health.
- Team member services and counseling.
- **Employment Laws**; complies with all existing governmental and labor legal and government reporting requirements including any related to the Equal Employment Opportunity (EEO), the Americans With Disabilities Act (ADA), the Family and Medical Leave Act (FMLA), Team member Retirement Income Security Act (ERISA), the Department of Labor, worker compensation. Maintains minimal company exposure to lawsuits.
- Protects the interests of team members and Lodgic in accordance with policies and governmental laws and regulations.
- **Organization Development:** Assists with team member communication and feedback through meetings, suggestion programs, team member satisfaction surveys, newsletters, team member focus groups, and one-on-one meetings.

- Helps to monitor Lodgic’s culture so that it supports the attainment of the organization’s goals and promotes team member satisfaction.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Qualifications

- General knowledge of employment laws and practices.
- Ability to work with multigenerational and diverse workforces.
- Experience in the administration of benefits and compensation.
- Excellent computer skills in Microsoft Office. Must include Excel and demonstrated skills in database management and record keeping.
- Effective oral and written communication.
- Excellent interpersonal and coaching skills.
- Able to maintain confidentiality.
- Excellent organizational skills – able to multitask.

Education and Experience

- Minimum of a bachelor’s degree or equivalent in Human Resources, Business, or Organization Development or equivalent experience.
- Minimum of two plus years of progressive leadership experience in Human Resources positions.
- Experience recruiting within a hospitality environment.
- PHR or SHRM-CP certification preferred.

Compensation & Benefits

- Competitive salary, paid vacation, personal time, and holidays.
- Basic life/AD&D, short-term and long-term disability, and employee assistance program; optional Blue Cross Blue Shield medical (PPO), dental, vision, voluntary life, critical illness, and accident insurance.
- 401(k) retirement savings plan through Voya (safe harbor and company match after one year).
- 50% off shift meal, plus 25% off all non-shift food-and-beverage

purchases (up to three guests).

- One complimentary Lodgic Workplace membership.
- Lowest published package hourly rate and free enrollment at Lodgic Kids Camp.

To Apply

Please submit your qualifications and a cover letter to [**careers@lodgic.org**](mailto:careers@lodgic.org).