



CULTIVATE

Trainer & HR Generalist Boulder, CO

Overview:

Cultivate is currently recruiting a full time, **Trainer and HR Generalist** based out of **Boulder, CO**. The Trainer and HR Generalist will manage the development and delivery of training programs to build the best team in the industry. They will also be responsible for the administration of HR policies, procedures, and programs. They will carry out the responsibilities in the following functional areas: departmental development, Human Resource Information Systems (HRIS), employee relations, training and development, benefits, compensation, organizational development, and employment.

General Responsibilities:

Training

- Conduct organization-wide training needs assessments and identify skills or knowledge gaps that need to be addressed.
- Create training strategy to gain alignment from leadership team on methodology, timeline, content, & identified population.
- Design, develop and facilitate training programs to contract and full-time staff in noted locations.
- Select appropriate training methods or activities based on the audience. (e.g. simulations, lecture, conversationally, etc.)
- Conduct organization-wide training needs assessment and identify skills or knowledge gaps that need to be addressed

Management and Training of Independent Contract Staff

- Responsible for recruiting and scheduling of Independent contractors to staff gift experiences at customer events around the world

Human Resources Responsibilities

- Administer semimonthly payroll
 - Be a primary contact for Cultivate employees regarding payroll
 - Work with Director of Finance to pay monthly commissions
- Administer Paid Time Off Program



- Manage Healthcare Benefits
- Manage 401K – elections and compliance reporting
- Maintains and manages workers compensation and unemployment insurance in the states the company operates in.
- Assist in the recruitment, interviewing, and onboarding process for new employees.

Qualifications:

- 4 year college degree required
- 2-4 years prior HR, Training, Staffing experience
- PHR or SPHR certification preferred
- Understanding of full time and part time contract labor laws helpful
- Strong oral and written communication skills
- Highly organized, detail oriented, self-motivated & self-solver
- Proficiency with MS Office software applications, notably Microsoft Excel, is a must
- Capability to multitask and work on a variety of projects and teams
- Ability to understand work flow processes, analyze, interpret, and comprehend detailed processes, reports, and procedures
- Strong problem solving skills and the ability to independently prioritize tasks, issues, and information

The above description reflects most duties assigned to the position. Other responsibilities may be requested at any time.