



**Position: Human Resources Coordinator**

**Duties:** As a Human Resources Coordinator, Employee shall perform the following duties and obligations as part of Employee's employment:

- a) Coordinates the recruitment process, including posting job openings, reviewing resumes, scheduling interviews, and conducting reference checks.
- b) Support new hire orientation and onboarding processes.
- c) Maintain employee records in compliance with company policies and legal requirements.
- d) Ensure accurate and timely documentation of all HR activities.
- e) Respond to employee inquiries regarding benefits, payroll, and leave policies.
- f) Stay informed about relevant labor laws and regulations to ensure the organization remains compliant.
- g) Prepare and submit reports related to HR metrics, such as turnover rates and employee satisfaction surveys.
- h) Support training and development initiatives, including organizing workshops and maintaining training records.
- i) Conducts random urinalysis screenings (UAs) for employees and records the results in the UA roster.
- j) Assist in developing and implementing HR policies and procedures.
- k) Help manage performance evaluation processes.
- l) Provide administrative support to HR projects as needed.
- m) Assist with preparing and developing job description templates based on Foundation's organizational needs and the requirements of state and national accrediting bodies having oversight of Foundations.
- n) Assist in maintaining HR forms such as recruitment approvals, leave of absence forms, employee warnings, promotions, and salary adjustment forms.
- o) Assist with on-boarding of new hires and completion of onboarding process beyond the first day of hire. This includes new hire orientation checklist, employee benefits package, and ensures all employee files are compliant with state and national requirements.
- p) Assist with investigations of employees for disciplinary matters serving as a point of contact for employee grievances, fostering a positive work environment.
- q) Assists managing directors in all HR related issues.
- r) Assists with new hire follow-ups and exit interviews to help assess, recommend needed organizational improvements, or reinforce best practices.
- s) Comply with all Foundations' policies and procedures.
- t) Perform all other duties as assigned by the Executive Director or immediate supervisor.

**Qualifications:**

- Bachelor's degree in Human Resources, Business Administration, or a related field (or equivalent experience).
- Minimum of 2 years of experience in human resources or related field.



- Previous experience in HR or administrative support, preferably in a non-profit environment.
- Familiarity with HR software and systems is a plus.
- Knowledge of employment laws and regulations.
- Ability to maintain confidentiality and handle sensitive information.
- Strong interpersonal skills and ability to work effectively in a team.
- Must pass a criminal background screening.
- Valid Driver's License, clean driving record, and ability to travel.
- Must pass initial and random drug screens.
- Proficient in Microsoft Office.

**Knowledge, Skills & Abilities:**

- Strong organizational and time-management skills.
- Knowledge of Workers Compensation, ADA, FMLA, and other Leaves of Absence laws and regulations.
- Excellent verbal and written communication skills.
- Strong communication and interpersonal skills.
- Able to work independently and with little supervision.
- Ability to prioritize multiple projects and responsibilities.
- Positive, inquisitive, proactive and collaborative attitude with the ability to work well with all company employees, clients, vendors, suppliers, and the general public.

**Physical Demands and Working Conditions:**

- Primarily office related, inside work.
- Occasional stooping, bending, leaning, and working under desks.
- Some sedentary work but must be able to stand for periods of time.
- Finger dexterity.
- Must be able to lift, bend and stoop up to 30 pounds.
- Must be able to navigate stairs and may be asked to carry weight up and down stairs.
- Must be able to see and speak clearly.

**Position Summary:**

The HR Coordinator will assist with various human resources functions, including recruitment, onboarding, employee relations, compliance, and benefits administration. The ideal candidate will have a passion for supporting people, strong organizational skills, and a commitment to fostering a positive, inclusive work environment.

**Salary:**

Salary Exempt  
\$22.00 - \$24.00