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# JOB DESCRIPTION: HR Coordinator

POSITION TITLE: HR Coordinator

DEPARTMENT: General

REPORTS TO: Chief Administrative Officer (CAO)

FLSA: Full-time, Non-Exempt

PAY RANGE: $24-$30 an hour, commensurate with experience

# POSITION SUMMARY:

Under the direct supervision of the CAO, the HR Coordinator will coordinate human resources tasks and strategies in support of Alpha Project's mission, vision, values, and culture. This position assists the CAO as a liaison between management and employees on human resources-related matters, facilitates communications, and facilitates ongoing human resources-related activities. The HR Coordinator will create and maintain a fair, supportive, and positive environment for all Alpha Project employees, including preventing and resolving any employment-based issues and supporting success for Alpha Project employees. The position will also assist with talent recruitment, diversity, equity, and inclusion; and ensuring training is up to date for employees.

# ESSENTIAL FUNCTIONS:

* Create and maintain confidential employee files with strict organizational guidelines.
* Maintains prompt and accurate documentation, following agency and best standard practices.
* Assist with the hiring, including creating and updating/removing job descriptions and job postings, screening, coordinating interviews, reference checks, verify employment, verify education/licensing, background checks, preparing employment agreements/job offers, etc.
* On-boarding new hires ensuring employee folders are created and meticulously maintained with necessary confidential documents. Additionally, the HR Coordinator will train new staff members on timesheets, review Employee Handbook, and signup staff for direct deposit, medical, and life insurance.
* Assist with coordinating needed equipment (phone, computer, etc.), request internal email/tech support, and for those who require HMIS access, coordinate with HMIS agency administrators for a Clarity license.
* Assist with employee departures, including exit interview, access to Cobra Insurance, ensuring email/access to databases deleted, confirming equipment/supplies/keys returned, and last check cut and available.
* Assists the CAO to ensure that all disciplinary actions and grievances are consistent with organization policies and procedures and timely addressed and documented.
* Create and update forms, policies, and procedures, and other documents to ensure uniform standards are maintained, and compliance requirements are met.
* Maintains timely and effective communication with managers, supervisors, and staff regarding their needs to include counseling employees and managers on job-related issues or other sensitive personnel issues.
* Assists with legal compliance and timely responses involving Unemployment Insurance, EEOC, OSHA, OFCCP, DOL, Worker's Comp, FML, or other claims/inquiries.
* Assist with HR processes such as FMLA, OSHA, UIC, etc.
* Leads or participate in staff orientation, training, meetings, etc., as needed.
* Refers staff to appropriate resources.
* Review and update human resources policies and procedures, ensuring continued compliance with Federal, state, and local laws and regulations.
* Interpret HR policies and procedures, providing information to employees, management, and third parties.

# OTHER RESPONSIBILITIES:

* Maintains a positive relationship with staff and works collaboratively with all team members.
* Assist the team with administrative tasks as needed and perform other duties as requested.

# QUALIFICATIONS:

# Minimum Experience and Education

Bachelor's degree in Human Resources, or applicable discipline, or

Relevant certificate program (HRCI, PHRca, APHR, SPHR, SHRM, SHRM-CP, SHRM-SCP); or

Two (2) years of HR experience.

Strong verbal communication skills, ability to communicate in person and over the phone, required.

Firm understanding of Microsoft Office, including Outlook and Word, required, Excel preferred.

Excellent writing skills and the ability to create and update written reports, documents, and forms with accuracy.

The ability to adhere to policies and procedures is required.

Understanding of confidentiality protocols and protecting personal information required.

Ability to organize and prioritize projects and multiple tasks in an effective and timely manner, required.

Effectively problem-solve and maintain composure in high-pressure situations required.

Act as a liaison with staff, vendors, and other entities.

Ability to work independently with minimal daily supervision, required.

Knowledge of the utilized HR practices and principles and federal, state, and local labor laws, required.

Experience with principles and practices of data collection and report preparation preferred.

# HOW TO APPLY:

Interested candidates can apply by emailing a cover letter, resume, and completed application to [HR@alphaproject.org](mailto:HR@alphaproject.org). To obtain an employment application, visit our website at [www.alphaproject.org](http://www.alphaproject.org). Select the About tab, then select Employment.