



## **Nonprofit Resources Position Description**

### **Human Resources Coordinator**

*The Human Resources Manager reports directly to the HR Manager and HR Director.*

*This position is responsible for oversight of the Human Resources department and performance of all general human resources functions.*

#### **Human Resources duties may include, but are not limited to:**

- Help manage and monitor human resources functions for internal and client team members
- Employee relations and culture maintenance and cultivation
- Oversee completion of necessary coursework as needed through LMS systems.
- Receive, evaluate, approve, and track PTO and/or out-of-office requests.
- Communicate staff work-related incidents and notifications to employees.
- Maintain secure and accessible HR tracking information.
- Maintain employee files and human resources records.
- Work collaboratively to post new job opportunities and manage recruitment as needed.
- Maintain policies and procedures for hiring, training, compensation, employee benefits, labor relations, and personnel information. Communicate changes and deadlines to staff.
- Oversee timely distribution of employee manuals, ensuring all state-specific manuals are up-to-date.
- Formulate and recommend human resources policies as requested.
- Assist with disciplinary meetings, terminations, and investigations as needed.
- Monitor employee time tracking regularly and communicate concerns to leadership.
- Provide guidance on compensation and benefits trends as requested.
- Arrange and manage employee benefits eligibility, and enrollment, and answer questions as needed.
- Assist with employee reviews and facilitate check-in meetings.
- Prepare records and staff for all HR-related matters

#### **Skills may include, but are not limited to:**

- Ability to navigate difficult conversations with appropriate discretion and confidentiality.
- Polite, professional, and timely written and verbal communication skills.
- Attention to detail in both written documents and verbal communications.
- Ability to maintain appropriate work and personal boundaries while preserving company culture.
- Understanding of company products or services as well as business position and development factors.
- Responsive and willing attitude in the execution of duties.
- Ability to multi-task and prioritize appropriately.

#### **Qualifications**

- Bachelor's degree and/or 2-3 years of HR experience
- Strong written and verbal communication skills
- Efficient and thorough record-keeping and organization skills.
- Proficiency in Microsoft Office
- Team-oriented mindset