Human Resources Coordinator – Full-Time

Position Summary:

The position is responsible for recruiting, screening and onboarding salaried staff for the organization. The Human Resources Coordinator is the primary contact for employees in regard to benefits administration. The position compiles and submits various required reports for human resources and employee benefit-related information. The position facilitates the Requests for Proposals (RFP) and contract process for services providers to the CIS After-School Programs funded by Michigan Department of Education (21st Century Community Learning Centers). The position is the interface for technology, working with a contractual network provider. The Human Resources Coordinator is responsible for the electronic inventory for the organization.

Working Conditions:

Typical office working conditions, where there is no physical discomfort due to temperature, dust, noise, and the like. Some lifting required (up to 15 pounds) for obtaining, transporting, and storing office supplies and equipment. The ability to work independently and perform word-processing, data input, compiling reports, generating correspondence, and the operation of other office equipment required. Requires driving between locations—school settings, agency settings, businesses; Michigan driver’s license and the availability of a vehicle required with the capacity to obtain automobile insurance and adequate coverage. Must complete requirements for criminal background checks.

Duties & Responsibilities:

- Facilitates recruitment, screening, selection and onboarding of employees.
- Maintains effective systems for organization’s human resources functions including maintaining current information on all employees and staff contact information.
- Supports the Senior Director of Finance, Human Resources and Administration in meeting all applicable state and federal employment laws.
- Supports the Senior Director of Site Services & Program Assistants with meeting childcare licensing requirements.
- Provide support for the front desk or other administrative functions.
- Handles and maintains confidential information in accordance with confidentiality policy and ethical practices.
- Facilitates the RFP and contract process
- Interface for technology, working with a contractual network provider.
- Electronic inventory tracking
Qualifications:

Bachelor’s degree with experience and/or training in human resources

Requires experience with Microsoft Windows or similar operating system, including use of Microsoft Word, Excel and Microsoft Publisher and Microsoft Access highly desirable.

Exceptional organizational ability with the capacity to multi-task with frequent disruptions and the ability to work independently with limited supervision.

Exceptional communication skills required, including oral and written. Above-average interpersonal skills with ability to function as a member of a team and interact with various stakeholders. Excellent command of the English language including speaking, writing, grammar, spelling, etc.

Mature judgment, integrity and reliability and the ability to manage shifting demands and priorities in a calm, effective manner. Ability to take initiative to complete tasks independently and/or to seek direction or clarification when needed.

Ability to read, comprehend and transmit written or verbal detailed and complex instructions in order to plan and perform job responsibilities according to deadlines and other requirements.

Understands and embraces diversity and inclusiveness in thought, word and actions. Exemplifies these values.