

Job Posting for: Human Resources Coordinator

Status: Full Time; Non-Exempt

Reports to: Human Resources Director

Position Summary:

Provides administrative support to the Human Resources Department on all personnel matters.

Duties and Responsibilities:

Recruiting

- Receive and process request for job posting. Review, edit and format description for posting. Develop timelines for process.
- Track recruiting progress by initiating updates with hiring managers.
- Coordinate the completion of hiring documents, paperwork and forms.
- Ensure all candidates' cover letters, resumes, Application for Employment are turned into Human Resources for Affirmative Action Report.
- Mail and email offer letters, job description, summary of benefits, and list of acceptable documents for Form I-9 to new hire.

Orientation

- Creates orientation schedule with the hiring manager.
- Completes new hire paperwork including verifying I-9 documentation on E-Verify, submitting the background checks and driving record checks.
- Prepares new employee files.

Employee Relations

- Performs customer service functions by answering employee requests and questions.
- Assists with processing of terminations.
- Assists with the preparation of the performance review forms.
- Assists the HR Director with the Employee Engagement Committee; including leading various task forces as they are identified
- Leads the Wellness and Safety Committee process. Develops events, communications and activities to support the organizations wellness initiative. Ensures safety procedures are up to date and practiced. Ensures new staff are trained in the protocol.

- Files papers and documents into appropriate employee files.
- Assist with planning employee events to include annual celebrations, wellness events and ad hoc celebrations.
- Participates and assists with Equity and Inclusion work to include attending meetings, preparing documents and assisting with preparing for trainings and events.

Benefits and Payroll

- Conducts benefits enrollment for new employees.
- Updates HR spreadsheets with employee change requests and processes paperwork.
- Reconciles the benefits statements.
- Performs payroll/benefit-related reconciliations
- Completes bi-weekly payroll on the Paycom payroll system.
- Participates and coordinates the annual enrollments for the benefits programs.
- Completes terminations of benefits for exiting employees and enrolls them in COBRA.

Space Rentals:

- Respond to inquiries about renting space for meetings, parties, and other events.
- Give tours of event spaces to prospective renters.
- Prepare rental documents including invoices and contracts.
- Communicate with rental groups to coordinate equipment needs. Give demonstrations of how to use equipment.
- Manage conference room schedules, print calendars, and ensure event set up information is communicated to maintenance staff.
- Schedule security guards for large events.
- Collect and process rental payments and follow up with rental groups to ensure payments are made on time.

Other Duties

- Conducts audits of various payroll, benefits or other HR programs and recommends any corrective action.
- Assists HR Department with various research projects and/or special projects.
- Assists with the front desk; including providing back up coverage and being a support resources for the SCSEP participants working there.
- Schedules meetings and interviews as requested by the Human Resources Director.

- Schedules conference rooms for meetings as necessary
- Makes photocopies, faxes documents and performs other clerical functions.
- Assists or prepares correspondence.
- Processes mail.
- Performs other duties as assigned.

Job Requirements and Qualifications:

Education:

- Bachelors' degree in Human Resources or equivalent education and experience

Experience:

- Passion and aptitude for working in Human Resources, or non-profit management/ administrative fields.
- A self-starter who proactively handles challenges and issues as they occur.
- Proficient in Microsoft Office Suite, and internet applications including data entry experience.
- Strong attention to details and organizational skills.
- Excellent oral and written communication skills.
- Strong team player with high energy, drive and a positive attitude.
- Ability to maintain confidentiality.
- Comfortability working in a fast paced environment with many different activities and projects happening simultaneously

Compensation: \$18-\$21 per hour depending on qualifications

Competitive benefits package includes a Defined Contribution Pension plan with 5% employer contribution; employer paid Medical, Life, LTD, STD insurance along with options for a Tax Deferred Annuity, Dental insurance, Flex Spending/Daycare Accounts, and Health Savings Accounts. Generous PTO policy and paid holidays each year.

Application Deadline: Open until filled

Send Resume to: East Side Neighborhood Services, 1700 2nd St. NE, Minneapolis, MN 55413; humanresources@esns.org ; www.esns.org

AN EQUAL OPPORTUNITY–AFFIRMATIVE ACTION EMPLOYER