



**Job Title:** Human Resources Coordinator – Part Time

**Responsible To:** CEO

**Responsibilities:** The Human Resources Coordinator is responsible for planning and administration of Human resource programs and policies such as, recruitment, hiring, and on-boarding, administration of FMLA and ADAAA, maintenance of employee files and documentation, and ensuring HR policies and procedures are in compliance with State and Federal reporting requirements.

**Job Requirements:**

- Associate's degree in Human Resources or related experience preferred
- Previous recruitment/hiring experience
- In-depth knowledge of employment laws
- Detail-oriented/organized with the ability to work independently
- Strong interpersonal and communication skills

**Specific Responsibilities:**

- Develop Job Descriptions.
- Create ways to attract new talent.
- Prescreen and interview candidates.
- Collaborate with the hiring manager during the offer process, identifying and recommending salary ranges, incentives, start dates and other details.
- Onboard/orientation of new employees.
- Manage the leave of absence process ensuring compliance with all local, State and Federal laws.
- Assist organization in areas of Human Resource administration by maintaining documents such as, employee handbooks, policies and procedures, and employee files.

**Maintain awareness of Helpline resources:**

- Attend all scheduled staff meetings, in-service meetings, and annual staff retreat.
- Complete ongoing training assignments as required.
- Review email, announcements, and inter-company communications during each shift.

**Professionalism:**

- Support and carry out the mission of the agency.
- Follow agency policies, including personnel and programs.
- Participate in the agency, demonstrate team participation and a workplace philosophy that enriches staff's ability to reach goals and provide high level of customer service.

**Additional Duties:**

- At times, staff will be required to perform additional duties beyond those specified.

**Hours:** Part time position 20 hours/week. Office Hours, Monday - Friday

Updated on: November 2021

Employee Signature

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Date

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Supervisor Signature

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Date

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Interested candidates may submit a cover letter and resume to [janet@helplinecenter.org](mailto:janet@helplinecenter.org).