

Job Title: Human Resources Coordinator		
Work Location: 6 N. 5 th Street		
Department: Human Resources		
Reports To: Director of Human Resources		
Work Environment: Traditional Office Environment		
Pay Grade: 5		
Physical Demands: Work is performed in an office environment and requires the ability to operate standard office equipment and keyboards.		
Work Hours: <input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time	Classification <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt	Travel Required <input type="checkbox"/> Yes % <input checked="" type="checkbox"/> No

Position Summary:

This position will support the Human Resources team at the YWCA Richmond. This role will require working autonomously and efficiently to ensure the end-to-end running of HR projects and operations. This position will also be responsible for performing tasks with a focus on growing our company’s talent pipeline and improving our sourcing tactics.

Role & Responsibilities:

- Performs customer service functions by answering employee requests and questions.
- Recruits, interviews, and facilitates the hiring of qualified job applicants for open positions; collaborates with departmental managers to understand skills and competencies required for openings.
- Conducts or acquires background checks and employee eligibility verifications.
- Implements new hire orientation and employee recognition programs.
- Performs routine tasks required to administer and execute human resource programs including but not limited to compensation, benefits, and leave; disciplinary matters; disputes and investigations; performance and talent management; productivity, recognition, and morale; occupational health and safety; and training and development.
- Handles employment-related inquiries from applicants, employees, and supervisors, referring complex and/or sensitive matters to the appropriate staff.
- Monthly benefit invoice reconciliation.
- Process bi-monthly payroll.
- Schedule meetings, interviews, HR events etc.
- Coordinate training sessions and seminars.
- Schedule meetings, interviews, HR events etc.
- Support other functions as assigned

Education & Experience:

- Bachelor's degree or equivalent experience
- (2-4) years of relevant professional experience

Required Knowledge:

- Proven experience as an HR coordinator or relevant human resources/administrative position
- Knowledge of human resources processes and best practices
- Strong ability in using MS Office (MS Excel, MS Word and MS PowerPoint)
- Experience with HR databases and HRIS systems (i.e. Paycor)
- Ability to work with ATS software
- In-depth understanding of sourcing tools
- Familiarity with social media recruiting
- Outstanding communication and interpersonal skills
- Ability to handle data with confidentiality
- Good organizational and time management skills

The YWCA Richmond provides equal employment opportunity to all individuals regardless of their race, color, creed, religion, gender, age, sexual orientation, national origin, disability, veteran status, or any other characteristic protected by state, federal, or local law.

This position is subject to grant funding.

Employee Name Printed

Employee Signature

Date

Manager Signature

Date