



Job Opportunity – Human Resource Coordinator

Job Classification – Part-time (with opportunity to grow to full-time), Non-Exempt
Reports to – Director of Finance

Compensation: (Starting at \$18-\$20) hourly based on certifications, education and experience

Benefits: Health, dental, vision, life insurance, 401K plan, childcare discount (before, during and after school), paid holidays, vacation pay, sick pay and personal days, employee assistance program, course reimbursement, paid professional development trainings, a supportive family-friendly work environment.

Job Summary:

We are looking for a hardworking and reliable Human Resource Coordinator to join our ambitious Business Office dream team!

Under the supervision of the Director of Finance, this position will support management-level staff and perform a variety of tasks. The primary duty of a Human Resource Coordinator is to collect and manage all data pertaining to a business' employees, but they are also involved in the recruiting, hiring, onboarding of new staff, and helping with set-up of training for staff.

If you are passionate about HR operations and you would like to give your contribution in creating a great company culture, this is the right position for you.

Essential Duties/Responsibilities:

Human Resource

- Provide administrative HR support for NH management staff
- Organize, compile, update company personnel records and documentation
- Manage and update HR databases with different information such as new hires, terminations, sick leaves, warnings, vacation and days off
- Prepare, manage and store paperwork for HR policies and procedures
- Maintain schedule and coordinate calendar activities
- Assist recruitment by posting job ads on careers pages and processing received resumes
- Answer telephone calls and provide needed information
- Create reports for senior management

- Help organize and manage new employee orientation, on-boarding, and training programs
- Maintain a close relationship with hiring managers to fill staffing vacancies through developing a recruiting plan.
- Create and prepare employment advertising ensuring an adequate flow of qualified candidates.
- Work with the Director of Finance administers pre-employment assessments, pre-employment drug testing, criminal checks, and background & fingerprint verifications.
- Compose informational letter and prepare new hire and transfer documentation.
- Adhere to all recruitment guidelines, compliance mandates, and EEO including state and federal law.
- Assist as needed in providing ongoing training and coaching to staff as requested and appropriate.
- New create “New Hire” Folders
 - o Labeling of personnel folders
- Maintain EEO survey files and spreadsheet
- Create for new staff: (only HR related task that will remain)
 - o Name Badges
 - o Mailbox

Payroll

- Assist with Paychex and our benefit broker firm with the open enrollment employee benefit process.
- Along with Paychex, investigate issues proactively and implement process improvement including employee concerns as required.
- With the Director of Finance maintain the Paychex system so that it up-to-date with accurate information which is easy to access.
- Become a back-up person to finalize bi-weekly payroll using Paychex system.
- Run necessary reports in Paychex.
- Provide assistant to employees with payroll questions, check stub and password reset request.

General

- Help cover front desk as needed
- Assist Business Office Department with updating and maintaining files
- Customer service activities such as answering phones, transferring calls to the appropriate party or taking a message, greet visitors and direct them to their proper destination.
- Other duties as assigned

SUPERVISORY RESPONSIBILITIES: Possibility to oversee administrative staff that will help this position be effective in his/her role.

EDUCATION AND EXPERIENCE: BS in human resources or similar relevant field is necessary but not required. **Associate in Human Resource Management is required.** At least (2) years of previous working experience as an HR administrative assistant would be helpful. Knowledge of governmental regulations in the human resources field is necessary including:

1. Wage and hour regulations
2. Business Practice

3. Employee Practice

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each of the essential duties satisfactorily with the ability to juggle many competing priorities. Skills set will consist of having the ability to:

- Have the ability to effectively use computer software including Microsoft Outlook, Word, Excel and HR software.
- Have past knowledge of HR software (HRIS or HRMS and Recruitment Marketing platforms).
- Must be familiar with labor laws.
- Excellent organizational and time-management skills
- Act as a reliable and supportive team member.
- Excellent communications and interpersonal skills
- Data-driven mindset
- Experience with recruitment marketing

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. A valid driver's license and proof of automobile insurance is also a requirement to perform this job successfully.

REASONING ABILITY: Ability to apply common sense understanding to carry out instructions furnished in written or oral format. Must exercise sound reasoning and judgment at all times. Ability to respect and maintain confidentiality Ability to work in a diverse environment. Strong interpersonal skills with the ability to effectively interact with all levels of staff and applicants

OTHER SKILLS and ABILITIES:

- Ability to operate various office equipment including a computer, telephone, copier, fax and calculator.
- Ability to work with computer program including word, excel, access, publisher and specialized programs in the human resources field.
- Skilled in building close-knit relationships and trust with others
- Community driven focus
- The ability to work autonomously and in collaboration with the community
- Experience working with individuals with barriers to employment

APPLY: Send resume and cover letter to hroffice@nh-milw.org

About Neighborhood House of Milwaukee

The Neighborhood House of Milwaukee inspires discovery in children and families of all backgrounds, encouraging lifelong learning and confident leadership. Founded in 1945 as community center for urban youth, families and seniors, we expanded our service footprint and programming to include high quality early childcare, after school programs for youth and teens, adult education for refugees, parenting support and environmental,

music and arts education, recreational and sports activities for families and school districts throughout the Milwaukee metropolitan area. Most recently, we opened a Food Pantry following the unexpected closure of the only nearby one. It served more than 2,900 people in its first year. Finally, our 90-acre Nature Center in the central Kettle Moraine of Dodge County is a key part of the strong environmental ethic that is part of our overall efforts.

We believe the power of unleashing the full potential and full expression of one person has benefits that carry over into other aspects of life, including a better sense of belonging to self and community. Whether we are a safe refuge or a pathway for more opportunity, all those served have the same access to our diverse community of exceptional childcare and educational enrichment designed for long-term success. More info is available at www.nh-milw.org.