

| | | |
|--|--|--|
| Position Title: HR Coordinator | Classification: Salary Non-Exempt | Date last revised: 10/24/2022 |
| Department: Finance, Accounting, and Administrative | Supervises: N/A | |
| Reports To: Chief Financial Officer | | |

Key Responsibilities

The HR Coordinator 1) provides support to all candidates and employees during every phase of their employment, including recruitment, onboarding, terminations, etc., 2) assist with ensuring that all candidates and employees have a positive experience, 3) assist with day-to-day operations of the HR functions and duties, and 4) provide support to supervisors in the HR functions of their roles.

Human Resources Support:

- Support hiring process; including development and posting of job openings, representing BBBSCI at employee recruitment opportunities, initial screening of applications, scheduling/coordination of interviews, completing required background checks and reference checks, and execution of any other process steps.
- Performs clerical functions, including crafting offer letters, change of status letters, contracts for employees, and emails documents, etc. Makes photocopies, mails, scans, and emails documents, etc.
- Leads onboarding process; including development of onboarding plans, organizing content per department, grouping new hires, scheduling/ coordinating onboarding components, conducting assigned portions of onboarding experience, and coordinating initial new employee paperwork.
- Completes, verifies, and maintains employment forms (I-9), and 3-year background checks for staff and Board members.
- Organize and support staff training and professional development.
- Coordinates and supports performance management process and system. Includes updating forms, sending instructions, collecting documentation, coordinating bonus/incentive plans.
- Plans and implements staff celebration/recognition/culture initiatives.
- Maintains confidential, accurate, and organized personnel records.
- Maintains confidentiality of information.
- Assists with processing of terminations, including performing exit interviews.
- Coordinates HR projects or initiatives as assigned.
- Engages with HR consultants as needed.

Benefits Administration Support

- Coordinates with our benefits advisor to ensure a smooth annual open enrollment process; including handling paperwork accurately for all insurance carriers.

- Conducts pension enrollment and updates.
- Conducts annual Worker’s Comp and 401k census audits.
- Assists staff with benefits related questions.

General:

- Attends required meetings and events as scheduled.
- Establishes and promotes positive communication among all team members of BBBSCI to increase collaboration and reduce inefficiencies.
- Represents BBBSCI in a professional manner at all times, providing courteous service to both internal and external constituent and presenting a positive image of BBBSCI.
- Abide by BBBSCI policies and practices.
- Complete other duties as assigned.

Evaluation of Performance

Performance will be evaluated based on meeting the requirements of the job description; meeting performance metrics and other quality indicators established for this position; working effectively in a team environment; and demonstrating the values of Big Brothers Big Sisters of Central Indiana.

Experience, education, degrees, and licenses

Minimum requirements:

- Bachelor's degree in human resources or related field and/or equivalent experience.
- At least two years related experience required.
- SHRM-CP credential preferred.
- Will be required to participate in continuing educations programs as requested.

Physical demands/Work environment

- Must be able to work proficiently with computers and other office equipment.
- Required to travel approximately 10% of time to meet agency needs, attend conferences and meetings, etc. Travel is generally within Central Indiana.
- Must be able to pass a background check consisting of National Sex Offender, Criminal History and driving check.

ACKNOWLEDGEMENTS

Supervisor: I have reviewed this job description with my employee.

Signature: _____ Date: _____

Employee: I have reviewed this job description with my supervisor and acknowledge receipt.

Signature: _____ Date: _____