

Human Resources (HR) Coordinator

Benefits: Candidates on temporary assignment may qualify for our competitive benefits package which includes group health, life and disability insurance and voluntary benefits such as retirement savings and holiday pay.

Salary range: \$22.00 to \$25.00 hourly

Employment status: Contract / Temporary to Hire

Description

Robert Half has partnered with a nonprofit organization in search of a Human Resources Coordinator to streamline their HR functions. In this role, you'll be responsible for managing their recruitment process, handling employee relations, managing employee records, and ensuring strict adherence to the organization's policies and procedures. You will play a vital role in nurturing a positive work environment and in helping us attract, manage, develop and retain our valued staff.

Key Responsibilities:

- Coordinate and support recruitment efforts, including creating job descriptions, posting vacancies, shortlisting candidates, and arranging interviews.
- Oversee the onboarding of new staff members and volunteers.
- Assist employees and volunteers on HR-related queries and concerns.
- Aid in employee performance evaluations, disciplinary procedures, and termination processes.
- Ensure compliance with all local, state, and federal laws, as well as organization-specific rules and regulations.
- Encourage and influence positive employee relations.
- Manage and update HR documents, such as staff handbooks and policies.

Requirements

- Bachelor's degree in Human Resources, Business Administration, or related field.
- Proven experience in HR role preferably within a nonprofit setting or similar organization.
- Proficiency with MS Office and HR Information Systems.
- Outstanding communication and interpersonal skills crucial for engaging with diverse stakeholders.
- Strict adherence to confidentiality and discretion.
- Strong decision-making and conflict resolution skills.
- Excellent organizational and time-management skills.
- Knowledge of labor legislation and nonprofit regulations.
- Compassionate and understanding with a commitment to our nonprofit's mission and values.

This position is onsite for 90 days, then has the flexibility to work remotely 2 days a week, in office 3 days/week. We offer medical, dental, and vision insurance, 401K and tuition reimbursement.

Robert Half is the world's first and largest specialized talent solutions firm that connects highly qualified job seekers to opportunities at great companies. We offer contract, temporary and permanent placement solutions for finance and accounting, technology, marketing and creative, legal, and administrative and customer support roles.

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