

Human Resources Coordinator

DEPARTMENT: Human Resources

REPORTS TO: Associate Director, Human Resources

FLSA STATUS: Non-exempt

LOCATION: Northfield, IL

FT/PT: Full-time

SUMMARY: The **Human Resources Coordinator** supports the Human Resources team in all functional areas related to employees. Performs a variety of administrative tasks and projects for all areas of the department, including but not limited to Recruiting, Payroll, Performance Management, Benefits, Compliance, Training, and Recordkeeping.

DUTIES AND RESPONSIBILITIES:

- Responsible for recruitment related activities, including posting employment opportunities internally and externally on various job boards, reviewing resumes, responding to employment inquires, attending career fairs and similar community events, conducting phone screens, conducting interviews for entry-level positions, performing reference checks, preparing employment related paperwork, processing pre-employment screenings, and preparing onboarding paperwork and reviewing it with new hires.
- Performs data entry in HRIS; tracks employment data and metrics; prepares various reports, as needed.
- Performs bi-monthly payroll processing.
- Maintains employment record information, both electronic and paper.
- Assists with employee recognition/appreciation events throughout the year.
- Assists with organizational staff meetings.
- Assists with HR-related organizational communications.
- Promotes positive employee relations by handling requests for information efficiently and accurately, and by providing excellent customer service. Communicates current policies and procedures accurately and clearly. May conduct employee exit-interviews with entry-level employees.
- Contributes to new employee orientation program.
- Assists with tracking leaves of absence.
- Acts as a backup to the Volunteer Services Coordinator by responding to inquiries about volunteer opportunities, supporting the successful placement of volunteers in volunteer roles throughout the organization, and responding to program questions as they arise.
- Performs other related duties as assigned by management.

SUPERVISORY RESPONSIBILITIES:

- This job has no direct supervisory responsibilities.

QUALIFICATIONS:

- Associate's or Bachelor's Degree, or equivalent combination of education, training and experience.
- Minimum of two years of administrative and/or human resources experience
- Computer skills required: Intermediate to Advanced Microsoft Office Suite skills and ability to quickly learn new programs. Experience with ADP Workforce Now and/or Raiser's Edge, a plus.

- Other skills required:
 - Excellent interpersonal, written and verbal communication skills
 - Advanced organizational skills, including attention to detail and accuracy
 - Experience and ability in maintaining highly detailed written and electronic data in a confidential, accurate and timely manner
 - Ability to think creatively and problem-solve
 - Collaborative, team player
 - Non-profit experience, a plus

To be considered for this position, please send your resume and desired pay to hr@nssc.org.

EOE: North Shore Senior Center is an equal opportunity employer; applicants are considered for all positions without regard to race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), marital status, parental status, national origin, age, disability, veteran status, genetic information, or any other status protected by applicable federal, state or local law.