

Job Description: Human Resources Coordinator

Status: Full-time, non-exempt

Salary: \$25.00 hourly

Location: Saint Paul, MN

Reports to: Human Resources Director

Position overview

Under the direction of the Human Resources Director, the Human Resources Coordinator provides administrative and technical assistance to support the human resources function and the organization in accordance with company policies and procedures.

About us

Esperanza United mobilizes Latinas and Latin@ communities to end gender-based violence. Formerly Casa de Esperanza, Esperanza United was founded in 1982 by a small group of persevering Latinas as an emergency shelter in St. Paul, Minnesota. We continue to ground our work in community strengths and wisdom, as we serve Latin@s locally and nationwide.

Core responsibilities

This list of duties and responsibilities is not all-inclusive and may be expanded to include other duties and responsibilities as management may deem necessary from time to time.

- Assist and coordinate recruitment including scheduling interviews, preparing job postings, and corresponding with candidates. Monitor the Human Resources inbox, responding to initial job applications, and manage other incoming channels including inquiries that come through to Human Resources via our website, posting platforms such as Indeed, phone, or mail.
- Onboard new staff by creating offer letters, corresponding with new hire as needed, processing new hire paperwork, creating new employee records, and entering information into our human resources information system (HRIS).
- Complete Forms I-9, verify I-9 documentation, and maintain I-9 files.
- Submit and complete new-employee background checks.
- Monitor orientation period for new employees and help send information to employees to schedule benefit meetings. Ensure new employees complete benefit paperwork accurately and follow up on required paperwork. Process completed paperwork according to procedures.
- Provide employees customer service by answering human resources requests and questions.



- Make photocopies; mail, scan and email documents; and perform other clerical functions. Schedule meetings, notify attendees, and coordinate locations, etc.
- Update Human Resources notifications, send all-staff emails, and update compliance items, such as labor law posters at each location.
- Complete required reports, including compliance reporting, such as EEO, accurately and according to schedule. Assist with audits regarding compliance, maintenance of records, and filing.
- Update employee changes on status sheets and in the HRIS, such as pay changes, deductions, marital status, relocation, etc. Enter automatic wage progression rate increases into the HRIS.
- Assist with semi-monthly payroll approval and notify payroll of correct insurance deductions as well as compensation changes.
- Assist in the completion of short and long-term disability insurance paperwork.
- Assist with processing leave information, sending forms and responding to inquiries. Help track leave documentation and file electronically as well as paper files. Complete and maintain required paperwork, records, documents, etc.
- Assist with yearly open enrollment communication, meetings, and trainings, helping to process changes and assist with any portal access needs and information.
- Assist with the processing of terminations and offboarding items such as sending COBRA information to carriers, answering employees offboarding inquiries, as well as HRIS entry.
- Act as an HRIS technical resource to address and resolve inquiries and issues related to the human resources function.
- Organize and maintain the departmental office supplies, ordering as needed.
- Verify employment of employees as requested. Follow up on unemployment cases.
- Assist Human Resources Director as needed with various projects, training, and compliance needs.
- Collaborate as needed with Finance and other departments within the Human Resources responsibilities.
- Follow and comply with safety and work rules and regulations. Maintain departmental housekeeping standards.
- Perform other related duties as assigned

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Excellent verbal and written communication skills.
- Excellent interpersonal and customer service skills.
- Excellent organizational skills and attention to detail.
- Working understanding of human resource principles, practices, and procedures.
- Excellent time management skills with a proven ability to meet deadlines.
- Ability to function well in a high-paced and at times stressful environment.
- Proficient with Microsoft Office Suite or related software.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Education and experience

- Bachelor's degree in human resources or related field and/or equivalent experience.
- At least two years related experience required.
- SHRM-CP credential preferred.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and use hands to finger, handle, or feel. The employee frequently is required to talk or hear. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 10 pounds.

Specific vision abilities required by this job include close vision, and ability to adjust focus.

To apply

Send your cover letter, resume, and salary expectations within the stated range in one PDF to humanresources@esperanzaunited.org with the subject header, "Your Name – Human Resources Coordinator."