



## Job Description

**Job Title:** Human Resources Coordinator

**Department:** Human Resources

**Supervisor:** Senior Human Resources Director

**FTE:** .80

**Status:** Non-Exempt

**Salary Grade:** 102

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Solid Ground believes poverty is solvable. Our communities are stronger when we support stability and break down the barriers to overcoming poverty. Solid Ground does both. We combine direct services with advocacy to meet basic needs, nurture success, and spread change. Through our programs, people gain stability and build skills that equip them to move forward in their lives. Through advocacy, we work toward ending racism and other oppressions embedded in our institutions, policies, and culture that hold people back from succeeding. We bring the voices of people experiencing poverty into the political process, furthering social justice, and supporting our entire community to reach its potential. As our workforce evolves to reflect the diversity of the communities we serve, our agency and workplace will be enriched and strengthened and as such we will:

- Demonstrate the initiative to learn and enhance skills that promote anti-racism, cultural competency and an understanding of oppression and its impact.
- Participate in intentional learning efforts, including events relating to understanding and dismantling institutional racism and building cultural competency and encourage staff to fully engage in those activities.

**Job Summary:** The Human Resource Coordinator is the hub of the HR team and serves as ambassador to the department and the agency. This position provides broad administrative support of day-to-day operations of the Human Resource Department in accordance with agency policy and three union contracts ensuring the smooth operation of HR processes. A key responsibility is to aid with and facilitate human resources processes including record-keeping, file maintenance, HRIS entry, report generation, and data analysis. This position requires a professional who possesses exemplary customer service skills, administrative skills, high organizational skills, critical thinking skills, and can maintain confidentiality and exercise discretion.

## **Essential Responsibilities, Duties & Tasks include:**

### **50% - HR Administration:**

- Assist with day-to-day operations of the HR functions and duties.
- Performs customer service functions by answering employee requests and questions related to various Human Resources policies, procedures, and benefits.
- Maintain employee personnel ensure all required materials are in legal compliance. Perform file audits, as needed.
- Reconcile and coordinate monthly invoicing payments.
- Prepare check requests for ORCA transportation cards, job ad billings, VISA statements, drug testing.
- Complete, track, file, and audit Employment Eligibility USCIS I-9 forms.
- Provide employment verifications upon request.
- Create systems for better office organization.
- Update forms and documents and order supplies.
- Assist & maintain department SharePoint site.
- Prepare agendas for regularly scheduled HR Team meetings.
- Assist in coordination of Solid Ground New Hire Orientations & Solid Ground trainings; generate participant lists and invitations; track and record participants' attendance.
- Assist in tracking Performance Management Annual appraisal process & Telecommuting process.
- Provide support as requested by the Senior Human Resources Director
- Participate in department staff and Agency meetings and attend professional development seminars and trainings as available.

### **30% - Talent Acquisition and Onboarding:**

Assist with recruitment and onboarding functions including:

- Prepares recruitment materials and post jobs to appropriate job boards, newspapers and colleges etc.
- Maintain applicant tracking and distribution of applications to hiring managers.
- Process and analyze background checks to ensure compliance with hiring policies.
- Prepare new employee benefits packets.
- Assist onboarding new hires, process new hire paperwork; ensure accuracy of the paperwork; create and maintain new hire files.
- Supports Recruiter on hiring process and procedures.

**20% - HR Information system records and data metrics:**

- Perform data entry and update data in the Human Resource Information System upon request and in support of Senior HR Business Partner and Learning and Development Program Manager.
- Create custom reports that respond to program and department needs.
- Update organization charts monthly and maintains on SharePoint site.
- Generate reports and perform data analysis when required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

**Education and Experience:**

Requires the following:

- a) Three years of human resources or related administrative experience in a Human Resources office setting.
- b) Associate Art degree in human resource management or a related field. One additional relevant year of experience in lieu of degree.

**Preferences:**

- Bilingual
- Experience working with labor unions
- SHRM-CP/PHR credential preferred

**Minimum Qualifications**

- Excellent presentation, verbal, and written communication skills
- Excellent interpersonal and customer service skills
- Excellent organizational skills and attention to detail
- Excellent critical thinking skills ability to understand details impacting big picture
- Ability to maintain accuracy in data entry.
- Maintains strict confidentiality and protects privacy of confidential/sensitive information.
- Working understanding of human resource principles, practices, and procedures.
- General knowledge of employment laws, including FMLA, ADA, L&I, ACA, etc.
- Excellent time management skills with a proven ability to meet deadlines and prioritize work in a fast-paced environment.

- Proactive; exercises sound judgment and decision making; able to identify problems and needs and develop solutions and/or options.
- Proficient with Microsoft 365 or related software
- Experience with HRIS and ATS systems. Familiarity with generating reports and adding new hires to the system.
- Ability to work individually in a self-directed manner and as part of a team in group projects.
- Ability to take general direction and apply it to specific circumstances as the situation requires. Ability to manage daily tasks with a minimum level of oversight.
- Willingness and ability to work with people from a variety of racial, cultural, educational, and economic backgrounds with various lifestyles.

**Physical Demands/Working Conditions:** This position works onsite at our Wallingford location, performing general office duties. Employees spend 50% of their time working on the computer and 50% of their time answering phone, copying, filing, reports, meetings, and mail. Occasional outside meetings or training. Position requires employee to lift/carry up to 20 pounds rarely, 5-10 pounds occasionally and push/pull 10 pounds seldom, 1-5 pounds frequently.

**Hours & Compensation:** This is a regular Part-time 32/week, non-exempt, and non-union position. Starting pay \$28.66 per hour plus benefits. Hourly Range for this position \$28.66 - \$37.26. Benefits include medical, dental, short-term and long-term disability insurance, basic life insurance, 401(k) savings plan including agency contribution and match, holiday pay, generous paid personal leave package and tax-sheltered health care and dependent care accounts.

**To Apply:** Applicants must complete the Solid Ground Application Form specific to this position. To find an application online, go to <https://www.solid-ground.org/get-involved/careers/> then click on the Job Title for this position and complete the application. You may also leave a message on our job line at 206.694.6840 requesting a specific job application, or you may apply in person at 1501 North 45th Street in Seattle's Wallingford neighborhood. Please attach a cover letter and resume.

**Solid Ground is an equal opportunity employer committed to workplace diversity, equity, and inclusion. We do not discriminate based on sex or sexual orientation, gender, age, race, ethnicity, religion, marital status, national origin, disability, or veteran status.**