



## Job Description

**Job Title:** Human Resources Coordinator

**Department:** Human Resources

**Supervisor:** Human Resources Director

**FTE:** 1.00

**Status:** Non-Exempt

**Salary Grade:** 25

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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. A key responsibility is to aid with and facilitate human resources processes including record-keeping, file maintenance, and HRIS entry, report generation, and data analysis. Most important is to provide administrative support to the human resource functional areas that include talent acquisition and management, employee and labor relations, compensation and classification and benefit administration in accordance with agency policy and three union contracts. This position requires a professional who possesses exemplary customer service skills and can maintain confidentiality and exercise discretion.

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

### **HR Office Management:**

- Performs customer service functions by answering employee requests and questions related to various Human Resources policies, procedures, and benefits
- Maintain employee personnel and medical files and ensure all required materials are in legal compliance
- Schedule and coordinate meetings and events hosted by department
- Reconcile and coordinate monthly benefit carrier 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
- Maintain department SharePoint site
- Prepare agendas for regularly scheduled HR Team meetings

### **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 HR Business Partner and Learning and Development Program Manager
- Create custom reports that respond to program and department needs
- Update organization charts monthly
- Generate reports and perform data analysis

### **Talent Acquisition and onboarding:**

Assist with recruitment and onboarding functions including:

- Post jobs on external sites
- Maintain applicant tracking and distribution of applications to hiring managers
- Process and analyze background checks to ensure compliance with hiring policies
- Create manager handbooks, and new employee benefits packets
- Coordinate notifications of new hire information to IT, Facilities, Office Support and Payroll
- Serve as backup for Talent Acquisition Specialist on hiring process and procedures

**Learning and Development:**

- Assist in coordination of Solid Ground New Hire Orientations & Solid Ground trainings; generate participant lists and invitations; track and record participants' attendance.
- Provide support for lunch time learnings
- Assist in administering Performance Management Annual appraisal processes including generating managers' monthly due and overdue reports.
- Participate in developing department goals, objectives, and systems
- Participate in department staff and Agency meetings and attend professional development seminars and trainings as available

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 one of the following:

- a) Two years of experience in a Human Resource office setting preferably with a social service agency and a BA degree
- b) Three years of experience in a Human Resources office setting with AA degree in related field
- c) Any combination of education, experience and measurable performance which demonstrates the capability to perform the duties of this position

**Minimum Qualifications**

- Excellent presentation, 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 and prioritize work
- Ability to function well in a high-paced and at times stressful environment
- Proficient with Microsoft Office Suite 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

- Ability to maintain accuracy in data entry
- Ability to maintain confidentiality
- General knowledge of employment laws, including, FMLA, ADA, L&I, ACA, etc.
- Willingness and ability to work with people from a variety of racial, cultural, educational, and economic backgrounds with various lifestyles

**Preferences:**

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

**Physical Demands/Working Conditions:** This position works 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.

**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.**