

**ST. DAVID'S FOUNDATION  
JOB DESCRIPTION**

**Job Title:** Human Resources Coordinator

**FLSA Status:** Non-Exempt

**Reports To:** Chief Human Resources Officer

**JOB PURPOSE**

The Human Resources Coordinator supports a variety of Human Resources initiatives, including recruiting, interviewing, onboarding, internal communications, and offboarding. The Human Resources Coordinator also assists with several internal programs, including the Foundation's wellness program, employee engagement program, and development program.

The Human Resources Coordinator works closely with the Human Resources Manager and Chief Human Resources Officer to plan, execute and evaluate employee programs, events and activities. The Coordinator also assists with content development for the Foundation's website and intranet, and maintains digital files, ensuring the most current resources are available to employees.

The performance of the Coordinator is evaluated by the Chief Human Resources Officer.

**RESPONSIBILITIES**

Recruiting, Interviewing, Onboarding, and Offboarding (30%)

1. Conduct full-cycle recruiting, including job description analyses, Foundation website and external job postings, job applicant screening and tracking, interview coordination, and applicant follow-up.
2. Responsible for reviewing and adding job listings to the Foundation's Applicant Tracking System (ATS).
3. Maintain accurate and current data regarding applicants in the ATS, and coordinate communications to applicants through the ATS per the recruiter and hiring manager.
4. Collaborate with the Human Resources Manager to develop the Foundation's website content to highlight and promote Foundation's workplace culture.
5. Coordinate interview packets, pre-employment assessments, background checks, and conduct reference checks.
6. Coordinate new employee onboarding schedules, new employee handbooks and welcome packets.
7. Coordinate employee Facebook profiles, organizational chart updates, and relevant intranet updates.

Talent Management, Development and Engagement (20%)

1. Proactively assist with coordination of logistics for all human resources programs and events related to employee engagement, staff meetings, and training and development.
2. Promote and maintain online library of training and development resources for internal staff.

3. Research and implement employee engagement best practices.

#### Wellness Program Administration (20%)

1. Develop and implement an effective and comprehensive Wellness Program that is tailored to the Foundation's needs.
2. Research workplace wellness best practices.
3. Distribute monthly wellness newsletters.
4. Promote the Wellness Program and assess its effectiveness.

#### Resource and Data Management (15%)

1. Develop, coordinate and maintain Human Resources content for the Foundation's Intranet.
2. Develop written processes and procedures, assess process and workflow effectiveness, and recommend enhancements, as needed.
3. Provide general administrative support, as needed.

#### Internal Communications (10%)

1. Plan, edit, and write content for internal audiences for publication on intranet, HRMIS, and in emails.
2. Ensure internal communication strategy is consistent and reflects the Foundation's strategic vision.

#### Other (5%)

1. Provide back-up assistance as the Foundation's first point of contact with external guests in lobby and on the phone while implementing quality assurance standards to ensure a consistent, exceptional first impression and customer experience for all guests.
2. Perform other duties as assigned by management.

### **SKILLS AND COMPETENCIES**

1. Customer-focused, with demonstrated commitment to customer excellence, including effective customer interactions, responsiveness, resourcefulness, and follow-through. Intuitive and proactive approach to customer relations.
2. Strong relationship management skills, with the proven ability to work well with various personalities.
3. Superior verbal, interpersonal, written, and listening communication skills, with proven ability to communicate information diplomatically, concisely and professionally with internal and external audiences.
4. Professional, poised, cheerful, and helpful demeanor. Positive, energetic, "can-do" attitude.
5. Superior organizational, project management, time management and multi-tasking skills, with the ability to successfully handle multiple priorities simultaneously.
6. Demonstrated ability to maintain a calm demeanor amid frequent workflow interruptions.
7. Demonstrated experience in working with sensitive information and ability to maintain confidentiality.
8. Superior analytical and data management skills, with demonstrated attention to detail, accuracy, and high-quality work.
9. Demonstrated ability to collaborate and effectively participate in a multidisciplinary team environment.
10. Self-motivated and proactive, with demonstrated ability to exercise sound independent judgment and initiative on projects.

**REQUIRED QUALIFICATIONS**

1. Bachelor's degree, or equivalent experience.
2. Minimum of three years of customer-facing Human Resources coordination, operations management, or project management experience.
3. Familiarity with database management.
4. Computer proficiency in Microsoft Office applications, including Word, Excel, Outlook, and PowerPoint.
5. Willingness and ability to travel, on occasion, to multiple locations within Central Texas.

**PREFERRED QUALIFICATIONS**

1. Minimum of five years of customer-facing Human Resources, office operations management, or project management experience.
2. aPHR, PHR, SPHR, SHRM-CP, or SHRM-SCP certification
3. English/Spanish bilingual.
4. Experience working in a nonprofit organization.
5. Computer proficiency in Adobe Acrobat Professional.
6. Experience with iSolved/iHire, or other similar HRIS, ATS, and LMS systems.
7. Experience creating and writing engaging content for print, web or social media.
8. Experience maintaining website using WordPress.