



This job description reflects the management's assignment of essential function; it does not prescribe or restrict the tasks that may be assigned.

HUMAN RESOURCE COORDINATOR

REPORTS TO: Accounting Manager

SUMMARY

Human Resource Coordinator is responsible for all activity required for professional functioning of human resources and operational oversight of employee benefits and policies and procedures.

ESSENTIAL FUNCTIONS

HUMAN RESOURCES

- Employment Opportunities; write and update job descriptions, post and recruit, interview, schedule second and third interviews, etc. and communicate with applicants throughout the process.
- Oversee and conduct performance reviews.
- Identify capacities needed (skill sets and competencies) to achieve programmatic and organizational goals. Work with senior staff to ensure those capacities are developed or acquired.
- Participate in yearly performance assessments of program staff, goal setting, and support professional development on an ongoing basis.
- Oversee and manage consistency for WRMCSN corporate culture.
- Receive employee issues within the human resource department and provide guidance of action through WRMCSN policies and procedures.
- Administratively make the updates to the policy and procedure manuals and at times, assist the CEO and Board of Trustees with the writing and construction of new P&Ps.
- Assist in administrative functions of the department and oversee calendared business objectives, licensing updates and renewals and vendor negotiations.

EDUCATION AND EXPERIENCE

- Bachelor's degree preferred
- Strong work tenure: five to 10 years of experience in human resource roles
- Experience working with high-level decision makers, trustees, and other stakeholders.

SKILLS & QUALIFICATIONS

- An active, growing personal relationship with Jesus Christ as Savior and Lord.
- Compassion for and commitment to providing abortion alternatives to women facing unplanned pregnancies and their unborn babies.
- Proven leadership skills and management experience, including the ability to develop team performance and a genuine desire to coach and mentor
- Excellent analytical, interpersonal, organizational, and writing skills; Knowledge of medical issues and terminology.
- Model professional conduct through appearance, communication, mutual respect, leadership, ethical decision-making, critical thinking, and problem-solving skills.
- Demonstrate an understanding and knowledge of HIPAA Privacy and Security regulatory policies and internal procedures concerning Protected Health Information (PHI) Use and Disclosure.
- Leadership skills; ability to lead others and develop the employees and volunteers that have been entrusted to your care and oversight.
- Able to independently seek out resources and solve complex problems.
- Strong public speaking and presentation skills; as well as discretion, sound judgment, and political acumen
- Able to record activities, document assessments & interventions; prepare reports and presentations. All communication in written, oral and electronic modes expected to be culturally relevant, timely and legally and ethically responsible.
- Highly effective organization, multi-tasking, communication, negotiation and interpersonal skills.
- Personal, professional and public integrity. Treats colleagues with respect and dignity and demonstrates conflict resolution skills.
- Contribute to promoting a culturally responsive work environment.
- Adherence to standards and codes of conduct that govern behavior among peers and colleagues so as to contribute to maintaining a work environment that promotes cooperation, respect and trust.
- Participates in building consensus and resolving conflict in the context of policies, programs and services, always promoting the organizational vision, goals and plan.
- A “team-mindset” to contribute to and benefit from working together with the whole ministry to fulfill WRMCSN’s mission.
- Proficient in Microsoft Office (Outlook, Word, Excel, and Power Point), Adobe Acrobat, and Social Media web platforms.
- Must have valid driver’s license and current insurance for light to moderate local travel.
- All employees are expected to participate in fundraising and volunteer recruitment activities
- Must be willing to complete a background check.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to perform the essential functions of this job successfully. 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 use hands to finger, handle or feel reach with hands and arms and talk or hear. The employee is frequently required to sit. The employee is occasionally required to stand; walk and stoop, kneel, crouch or crawl. The employee must occasionally lift and move weight exceeding 50 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

FULL TIME / EXEMPT

POSITION: Human Resource Coordinator

DEPARTMENT: Business Department

REPORTS TO: Accounting Manager

SUPERVISES: Staff and Volunteers

STATUS: Full Time/ Exempt

COMPENSATION: Compensation commensurate with experience.

SCHEDULE: Monday through Friday with evenings and weekends as required

HOURS: 8:00AM to 5:00PM
