



HR Coordinator

JOB SUMMARY

Reporting to the Human Resources Manager, the HR Coordinators support the development of the overall human resources services, policies, and programs for Random Acts. Working closely with the HR Manager and all members of staff, the HR Officers develop policies and procedures with a focus on staff and volunteer relations, while ensuring compliance with relevant employment related laws and legislations.

RESPONSIBILITIES

- Support the HR Manager in managing HR programs, procedures, onboarding and guidelines that support the general functioning of the organization, including recruitment, volunteer management, employment law, and staff relations.
- Support the technical and internal-content maintenance of the staff intranet (Podio) in collaboration with the HR Manager and IT Manager
- Project management work as required by the HR Manager
- Keep the HR Manager informed of significant problems that jeopardize the well-being of the organization, escalating to the Director and the Executive Team where necessary
- Attend regular staff and departmental meetings
- Any other projects or duties as requested by the HR Manager

DESIRED QUALIFICATIONS AND SKILLS

- Knowledge and experience in organizational planning, organization development, staff relations, staff safety, staff engagement, and staff development
- Excellent written and verbal communication skills
- Outstanding interpersonal relationship-building and coaching skills
- Demonstrated ability to support and develop within the field of human resources
- Excellent computer skills in a Microsoft Windows environment
- Knowledge of various US and international employment laws and practices
- Excellent organizational management skills
- Flexibility concerning work schedule to accommodate evening and weekend meetings
- Bachelor's degree in human resources, business, organization development, or alternative relevant qualification
- 2 - 4 years of experience in HR or management