



Job Description

Position Title: Human Resources Coordinator

Team: Administration

Supervisor Title: Human Resources Manager FLSA Status: Exempt

Date: 5/1/2022 Non-Exempt

General Position Summary:

The Human Resources Coordinator helps the Habitat team handle our valuable human assets with sound human resource principles, practices, and procedures, and employee engagement.

Core Responsibilities:

1. Assist managers in the hiring process by coordinating job postings, reviewing resumes, performing telephone interviews and conducting background and reference checks. Primary focus on ReStore positions, assist other managers as needed.
2. Identify recruiting and advertising opportunities to attract candidates to apply for open positions. Primary focus on ReStore positions.
3. Conduct on-boarding process for ReStore employees. Assist with on-boarding of other new employees as needed.
4. Assist in the development, implementation and communication of personnel and member policies and procedures and update handbooks.
5. Manage employee and member relations issues and counseling including conducting investigations of personnel issues or complaints.
6. Assist in identifying and coordinating organizational training sessions.
7. Assist Human Resource Manager with the administration of employee benefit plans, including communication with employees during the open enrollment periods.
8. Assist Human Resource Manager with semi-monthly payroll. This may include review of ReStore Time Sheets and following up with ReStore managers on time sheet exceptions or errors.
9. Work with team leaders to implement new policies or processes that address feedback received from annual survey results and/or working groups to improve employee engagement.
10. Member of the social committee and identifying creative ways to improve employee engagement.
11. Ensure compliance with Federal, State and Local laws and regulations.
12. Assist with special projects and other duties as assigned.

Requirements:

Describes the minimum education and experience, certifications, licenses, physical demands, working conditions and skill sets needed to perform the job

- BA/BS in business, human resources, organizational leadership or related field preferred.
- 2-4 years of direct experience in Human Resources.
- High level of interpersonal skills to handle sensitive and confidential situations and documentation
- Excellent verbal and written communication skills
- Experience with Microsoft Office required (specifically Word, Excel and PowerPoint)
- Experience with Intuit QuickBooks a plus!
- Strong attention to detail and have an organized workflow
- Speak and hear to give and receive detailed information through verbal communication in person, using the telephone, and/or at meetings; exchange ideas and convey detailed information accurately to staff, volunteers and others.
- Employee must be proficient in or able to use or learn to use office equipment such as computer, printer, phone, copiers, calculator, fax machine and other communication vehicles.
- Demonstrates the ability to use commonly used concepts, practices, and procedures within the field.
- Must meet or exceed the ability to demonstrate the five values outlined below.
- Convey clear, concise information to others, using verbal or other appropriate communication techniques.
- Treat others in a nondiscriminatory, lawful, and ethical manner, respecting the differences among people, and the value they bring to GDMHFH.
- Follow safe practices in all work activities to avoid injuries and accidents.

Job Competencies

Demonstrate commitment to Greater Des Moines Habitat for Humanity's Mission and Values

Mission

Seeking to put God's love into action, Greater Des Moines Habitat for Humanity brings people together to build homes, communities and hope.

Values

1. Build Solutions
2. Build Safety Mindset
3. Build Faith and Family
4. Build as Stewards
5. Build with Heart

Normal Work Environment (Check best description):

Office

Outdoors

Retail

Continuous (67-100% of workday)
Frequent (34-66% of workday)
Occasional (1-33% of workday)

Physical Requirements:

Continuously = 67-100% of workday

Frequently = 34-66% of workday

Occasional = 1-33% of Workday

(Indicate C, F, or O in front of each below)

C Sitting

O Standing

O Bending

O Twisting

O Stooping

O Reaching above Shoulder

O Kneeling

O Reaching below Shoulder

O Crawling

O Working at Low Position

O Climbing Stairs

O Pushing/Pulling

O Climbing Ladders

O Working on Elevated Surfaces

O Driving

O Walking

O Working on uneven surfaces

Weight Lifting/Carrying:

O Sedentary (0-10 lbs.)

Dexterity:

O Eye/Hand Coordination

- | | |
|-----------------------------------|---|
| <u>0</u> Light (11-25 lbs.) | <u>0</u> Feet (foot pedals) |
| <u>0</u> Medium (26-50 lbs.) | <u>0</u> Fingering (picking, pinching, etc.) |
| <u>0</u> Heavy (51-74 lbs.) | <u>0</u> Handling (holding, grasping, etc.) |
| <u>0</u> Very Heavy (75-100 lbs.) | <u>E</u> Wrist Motion (repetitive flexion/rotation) |

Hearing: Yes No

If yes, explain the reason hearing is necessary:

Hearing is necessary to perform the job as the ability to communicate verbally is essential to training and coordination with internal and external customers.

Visual Acuity Distance: (Example - clarity of vision at 20 inches or less):

Clarity of vision at 24 inches or less necessary to view computer monitor and read reports.

Equipment/Supplies/Tools

- Computer and Accessories
- Printer/Copier/Scanner/Fax
- Telephone
- General Office Supplies

Note: Attach copy of Mission Statement and Core Values to each role description