



**Vanessa
Behan**
POSITION PROFILE

POSITION TITLE: Employee Engagement Coordinator

SALARY LEVEL: \$50k - \$60k, DOE

FLSA STATUS: Salary, Non-exempt

REPORTS TO: Finance & Employee Engagement Director

HOURS: Full Time Monday –Friday, occasional evenings, weekends and early mornings

SUMMARY

This position is responsible for enhancing and implementing HR initiatives and programs that align with our culture under the direction of the Finance & EE Director. This position will provide hands on expertise in areas of recruitment, onboarding, employee relations, benefits administration, diversity/equity/inclusion, training, safety and all HR processes, procedures and operations.

PRINCIPAL ACCOUNTABILITIES

1. Conduct the recruitment and interview process and facilitate the hiring of qualified candidates for open positions; collaborates with departmental managers to understand skills and competencies required for openings.
2. Develop and maintain job profiles that meet agency, licensing and employment law requirements.
3. Participate in new employee orientation, incorporating organizational culture, expectations, policies, safety training, anti-harassment training and other topics as identified.
4. Perform routine tasks required to administer and execute human resource programs including but not limited to compensation, benefits, and leave; disciplinary matters; disputes and investigations; performance and talent management; productivity, recognition, and morale; occupational health and safety; and training and development.
5. Handle employment-related inquiries from applicants and employees, referring complex and/or sensitive matters to the appropriate supervisors.
6. Attend and participate in employee disciplinary meetings, terminations, and investigations.
7. Maintain compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews policies and practices to maintain compliance.
8. Maintain knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law.
9. Work to create and maintain an environment that values and promotes diversity, equity, and inclusion among staff.
10. Assist with the implementation/maintenance of Human Resource Information Systems (HRIS).
11. Maintain Employee Handbook.
12. Track and assist in the preparation of the performance review process.
13. Maintain employee files and records.
14. Lead the Employee Advisory Group (EAG), recruit members and provide framework for improving employee satisfaction.
15. Collaborate with Fun Committee to create opportunities to build relationships and boost morale.
16. Perform other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES:

- Knowledge of HR policies and practices, state and federal laws and regulations compliance requirements.
- Demonstrate exceptional verbal communication and strong documentation and writing skills.
- Ability to promote a positive work environment and demonstrate a high degree of interpersonal and conflict resolution skills.
- Effective organizational skills, with attention to detail and accuracy.
- Ability to promote a diverse, equitable and inclusive working environment and culture.
- Excellent time management skills with a proven ability to meet deadlines.
- Working understanding of human resource principles, practices and procedures.
- Strong analytical and problem-solving skills with the ability to identify inefficiencies and recommend improvements.
- Ability to prioritize tasks and to delegate them when appropriate.
- Ability to act with integrity, professionalism, and a high degree of confidentiality.
- Proficient with Microsoft Office Suite or related software.

MINIMUM REQUIREMENTS

- Bachelor's degree in Human Resources, Business Administration, or related field required; direct experience may be substituted for degree requirement.
- Minimum of two years of Human Resources experience.
- SHRM-CP a plus.
- Ability to complete: TB test, TDaP booster, background check, yearly flu shot and food handlers permit.

PHYSICAL REQUIREMENTS:

These requirements are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable an individual with disabilities to perform the essential functions.

- Regularly standing, walking, sitting, listening, talking, and using hands and fingers, while occasionally climbing or balancing, stooping, kneeling, crouching, crawling, and reaching with hands and arms.
- Ability to lift up to 30 pounds.
- Specific vision requirements include close vision and the ability to adjust focus.

WORKING CONDITIONS:

Work is generally performed in an office environment with a quiet to moderate noise level. When attending special events employee may be exposed to a variety of outdoor weather environments and noise levels. Work is performed in an environment where there is exposure to children ages birth to age 6 and clients of varying socio-economic and health conditions. Occasional travel is required.