

**JOB DESCRIPTION**

<b>JOB TITLE:</b>	Human Resources Coordinator
<b>DEPARTMENT:</b>	Human Resources
<b>REPORTS TO:</b>	Compensation and Benefits Manager
<b>EFFECTIVE DATE:</b>	
<b>CLASSIFICATION:</b>	<b>Non-Exempt</b>
<b>HOME LOCATION:</b>	<b>Kerrville</b>

**POSITION SUMMARY:** The Human Resource Coordinator will perform administrative tasks and services to support effective and efficient operations of the organization’s human resource department.

**PROGRAM MISSION:** Through collaboration with leadership, the HR Department provides quality services to the employees of the Foundation throughout the entire employment life cycle. Some of these services include recruitment and retention of qualified individuals; managing employee benefits, management of employee relations; compliance with employment law; training and development to achieve individual success; and always upholding and supporting the mission and values of the Foundation.

**ORGANIZATIONAL VALUES:** Rooted in our Christian faith, daily work reflects the Values of Hospitality, Stewardship, Unity

**ESSENTIAL FUNCTIONS:**

- Assist with new hire onboarding
  - Initiate Onboarding tool through ADP
  - Collect new hire paperwork via ADP and other sources
  - Process Form I-9s
  - Maintain accurate employee information in HRIS
  - Send welcome emails
  - Send Onboarding surveys to new hires
  - Submit Bio and picture to Comms
  - Produce Commuter Benefits and Cell Phone allowance forms
- Provide back-up support for Talent Acquisition Partner, if needed
- Provide back-up support for the Foundation employee benefits program
  - Navigate the Insite platform to manage the employee benefits portal
  - Enter and maintain employee data in Espresa
  - Assist with annual Insite testing and Open Enrollment
  - Assist with annual benefits related reporting
- Assist with employee leave and accommodation requests
- Participate in the Seasonal staff hiring process for the camping programs
  - Ensuring proper documentation is received for summer staff
  - Maintain spreadsheets for Inspector’s Report
- Manage Foundation employee service anniversaries and awards program
  - Initiate checks for appropriate tenure

- Write articles for the Employee Newsletter
  - Order Bibles and certificates for one-year anniversaries
- Prepare and distribute employee and Foundation announcements including multiple organizational-wide communications
  - Work closely with the Communications Department to facilitate employee announcements and HR updates
  - Maintain updates of the Staff Directory
- Manage SHUE Award program
- Monitor and process Employee Grant Requests
- Upload employee learning conversations into HRIS
- Print Newsletter announcements for employment folders
- Order plants and flowers on behalf of the Foundation
- Assist with Employee Offboarding process
- Send Exit Interview Surveys for seasonal and regular employees
- Submit employee Separation checklists to the IT department
- Track returned properties from exiting employees and getting the properties to the proper departments.

**QUALIFICATIONS:**

- Bachelor's Degree in Human Resources, Business Administration, or a related field preferred
- 1 years of HR experience preferred
- Strong knowledge of Microsoft Office Suite (Word, Excel, Outlook)

**COMPETENCIES-Knowledge, Skills, and Abilities:**

- Ability to maintain confidential information
- Strong interpersonal skills
- Strong Written/Oral Communication abilities
- Strong ability to document systems and processes for collaborative teamwork
- Ability to work on a team - Balances team and individual responsibilities

**WORK ENVIRONMENT & PHYSICAL REQUIREMENTS:**

**Mental and Physical Demands**

Maintain emotional control under stress; work with interruptions and deadlines; walking, standing, stooping, bending, pulling, and pushing, use hands and fingers for typing and to handle controls; reach with hands and arms; occasional: lifting/carrying, pulling/pushing 10-30 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**Environmental Factors**

Occasional exposure to biological hazards (communicable diseases, bacteria, insects, mold, fungi, etc.). Occasional exposure to weather related conditions when working in outside environment and events. This job operates primarily in a professional office environment mainly in Kerrville, Texas. Will experience occasional outdoor responsibilities. Must be able to work between camp and office facilities on uneven terrain, as needed.

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The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities, or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

