



Administrative and Human Resources Coordinator

Wanted: Versatile experienced, energetic individual to join our team at Hands On Hartford as an **Administrative and Human Resources Coordinator** to work closely with the Director of Finance and Administration to provide efficient and professional assistance and support in the personnel, information technology, facility and related systems of the agency.

Why work at Hands On Hartford: Hands On Hartford, located in the vibrant Parkville neighborhood of Hartford in partnership with others, strengthens community in Hartford by responding faithfully to people in need through programs that change lives and renew human possibility. We're a 52-year-old nonprofit that values diversity, team work, and takes a strengths-based, harm reduction, collaborative approach to all we do.

As the Administrative and Human Resources Coordinator, You will do many things including but not limited to:

- Being an integral part of the HOH Leadership Team
- Coordination and maintenance of the day to day personnel functions of the agency
 - Practice the basic principles of human resources and labor regulations
 - Employee benefits administration; New hire orientation; Terminations-processing and documentation; Job Descriptions; Maintenance of the agency policy manual; Staff moral and recognition events
- Provide support to the health and safety initiatives including Health and Safety Committee
- Working with the Director of Finance and administration in facility management
- Oversight of the agency fleet of vehicles
- Working with the Director of Finance and administration in agency Information Technology (computers, servers, phone systems, copiers)

You may be a good fit if you:

- Believe in our mission and core values
- 3+ years' experience in the Human Resources field and personnel management; experience in administrative / Technology functions of an office
- Demonstrate the understanding of basic HR principles and labor regulations
- Excellent oral and written communication skills
- Knowledge and proficiency in using computer applications, including standard Windows applications which include but are not limited to Microsoft products including Word, Excel, Outlook
- Have a valid driver's license, registered and insured motor vehicle and ability to lift and carry at least 25 pounds

We care passionately about our employees and offer:

- Excellent, generous medical/dental/disability/life benefits
- Competitive Salary
- Dedicated, diverse, and friendly co-workers
- Paid time off – 12 holidays, vacation, personal time, and sick leave
- Medical/dental/disability/life benefits
- 401 K contribution and employer match
- Free on-site parking

If this sounds like a good fit to you:

Send letter of interest & resume to: Pamela Fitzgerald, Director of Finance and Administration

Hands On Hartford, 55 Bartholomew Ave, Hartford CT 06106.

Email: pfitzgerald@handsonhartford.org

Closing date: 9/17/2021

AA/EOE