



Human Resources Coordinator

Wanted: Versatile, energetic and experienced individual to join our team at Hands On Hartford as the **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, and related systems of the agency.

Why work at Hands On Hartford: Hands On 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 54-year old nonprofit that values team work, inclusivity, and takes a strengths-based, harm reduction, collaborative approach to all we do. We are committed to hiring practices that support the values of a diverse workplace and reflect the composition of the communities we serve. Hands On Hartford is an equal opportunity employer, and candidates from diverse backgrounds are strongly encouraged to apply.

When: Hourly position, 40-hour work week, generally Monday through Friday. Flexibility required

Pay: Range \$22-\$26 per hour, depending on experience and qualifications

What you will do as the Human Resources Coordinator: You will do many things including but not limited to:

Human Resource Functions

1. Maintenance of all day-to-day personnel functions
2. Maintenance of all personnel records and confidential employee information.
3. Employee Benefits
4. Maintenance of recruitment and hiring practices
5. Employee On-Boarding
6. Terminations - Process all employee documentation
7. Job descriptions
8. Agency Policy Book
9. Staff Morale / Recognition Events

Health and Safety

1. Chair the agency Health and Safety Committee
2. Consult with staff regarding facility security, safety, and maintenance
3. Work with the Safety committee to perform and log various safety drills
4. Administer the worker's compensation process, occupational health center contract, and related posting and protocols
5. Management of the agency first aid and Bloodborne Pathogens kits

Information Technology (computers, servers, phone systems, copiers)

1. Work with the Director of Finance and Administration on planning related to all areas of IT
2. Telephones / Copiers / Printers

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
- 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:

- Dedicated, diverse, and friendly co-workers.
- Competitive Salary.
- Paid time off – 11 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

AA/EOE