



STRONGER COMMUNITIES. STRONGER AMERICA.

POSITION ANNOUNCEMENT

POSITION: HR Coordinator

OPEN: July 2020

LOCATION: Washington, DC

CLOSE: Until filled

CONTACT: Sonia Guerrero,
Human Resources Manager

SALARY: Commensurate with
experience

BACKGROUND

UnidosUS, previously known as NCLR (National Council of La Raza), is the nation's largest Hispanic civil rights and advocacy organization. Through its unique combination of expert research, advocacy, programs, and an Affiliate Network of nearly 300 community-based organizations across the United States and Puerto Rico, UnidosUS simultaneously challenges the social, economic, and political barriers that affect Latinos at the national and local levels. For more than 50 years, UnidosUS has united communities and different groups seeking common ground through collaboration, and that share a desire to make our community stronger. For more information on UnidosUS, visit www.unidosus.org or follow us on Facebook, Instagram, and Twitter.

SUMMARY

The HR Coordinator is responsible for the general administrative duties within Human Resources. Responsibilities include supporting the recruiting process, employee records appropriate filing, facilities and office coordination, and special projects. Success in this role requires a high level of initiative, organization, close attention to detail, strong interpersonal skills, and the ability to discreetly handle confidential information on a regular basis. This is a full-time position under the general oversight of the Human Resources Manager.

RESPONSIBILITIES

- Maintain both hard and digital copies of employee records.
- Process Requests for Payments (RFP) for all human resources invoices, including benefits, American Express reconciliations, contractors, etc.
- Provide day-to-day operational and special project support to HR team, including answering employee questions, processing leave forms, etc.

- Assist with all internal and external HR-related inquiries or requests.
- Keep inventory and order HR office supplies, as required.
- Support strategic activities and special events, including employee recognition programs, benefits open enrollment, trainings, meetings, and celebrations including: Service Awards, Thanksgiving Reception, Holiday Party, Flu Shot Clinic, etc.
- Schedule meetings, interviews, HR events, maintain agendas, and follow up as appropriate.
- Coordinate training sessions and seminars.
- Produce and submit reports on general HR activity.
- Support other assigned functions as required.
- Provide support with benefits enrollment for new hires and during Open Enrollment.
- Assist with the processing of paperwork for benefits changes as a result of life events, address changes, terminations, etc.
- Process invoices from benefits carriers in a timely manner.
- Assist with COBRA processing and tracking.
- Process transit invoices, enroll new hires, terminate employees, transfer funds due to lost cards, etc.
- Answer daily questions from current and departed employees.
- Track all changes to employee information including address changes, life events, direct deposits, 401(k) contributions, new hires, leaves of absence, terms, salary increases, bonuses, promotions, and garnishments.
- Draft and update bi-weekly payroll updates in ADP Workforce Now portal.
- Draft biweekly payroll update emails with all applicable supporting documentation.
- Effectively communicate with payroll manager about all matters affecting payroll.
- Provide support to compliance-related work in recruitment including external postings, applicant tracking, resume review to include records retention, reconciliation, and auditing work.
- Set up new employee files and maintain all HR records, ensuring that all documents are valid, auditable, and adhere to federal, state, and local laws.
- Ensure annual labor law posters are posted with latest federal and state requirements.
- Track inventory of supplies, such as printer paper and toner, UPS printer labels, UPS boxes and letter envelopes, postage machine labels, and other U.S.P.S. supplies.
- Maintain mailroom with appropriate stock and ensure that equipment functions appropriately.
- Coordinate mailroom and office equipment maintenance as needed.
- Provide administrative support for processing and approving supply orders and invoices, such as Staples, letterhead provider, etc.
- Set up systems to ensure that these duties occur routinely so office runs smoothly.
- Passionately committed to UnidosUS mission and values of excellent, respect, and accountability.

QUALIFICATIONS

- Associate or bachelor's degree from accredited university or college.
- One to three years of experience as an HR Coordinator.
- Exposure to labor law and employment equity regulations.
- Effective HR administration and people management skills.
- Exposure to payroll practices.
- Full understanding of HR functions and best practices.
- Working knowledge of ADP Workforce Now, Concur, and Teams.
- Excellent written, listening, and verbal communication skills.
- Works well under pressure and meets tight deadlines.
- Highly computer literate with capability in email, Office 365, and related business and communication tools.
- Fantastic organizational and management skills.
- Strong decision-making and problem-solving skills.
- Meticulous attention to detail.
- Ability to multi-task and prioritize assignments with efficiency and excellent follow through.
- Reliable job attendance and punctuality essential for success.
- Must be friendly and welcoming on phone, video and in person, with a strong commitment to customer service and problem solving.
- Ability to work as part of a team and to coordinate across UnidosUS components.
- Commitment to UnidosUS mission and values, and inherent respect and sensitivity for cultural differences.

Please note: Only those applicants who submit a cover letter and résumé will be considered for this opportunity. Please include "HR Coordinator" in the subject line.

SEND COVER LETTER AND RÉSUMÉ TO:

UnidosUS
Raul Yzaguirre Building
Attn: Sonia Guerrero
1126 16th Street NW, Suite 600
Washington, DC 20036
hrmail@unidosus.org
No phone calls please!

EQUAL OPPORTUNITY EMPLOYER. All qualified applicants will receive consideration without regard to race, color, national origin, marital status, religion, gender, age, disability, sexual orientation, gender identity or expression, personal appearance, family responsibilities, political affiliation, or enrollment in a college, university, technical school, or adult education.