Title: HR Coordinator
Date: starting August 2020
Reports to: HR Director
Salary Group: Grade B, Starts at $17.10 per hour
Status: Full time, Regular, Non-Exempt
Location: Durango, CO or other Conservation Legacy office location

Summary:
The HR Coordinator is responsible for monitoring and delivering effective and efficient human resource support to all people of the organization, including both members and staff. The HR Coordinator completes the onboarding of staff and members, ensures compliance of criminal history processes, completes monthly audits and reporting, and provides human resources support as needed for all programs. The HR Coordinator will collaborate with other Central staff and will effectively communicate and train program staff on HR policies and procedures.

Essential Accountabilities and Functions:

Staff Onboarding and Human Resource Administration Support
- Onboarding/Hiring – Collect and complete all required onboarding/exiting documentation for staff and/or members. Maintain accurate personnel files.
- Personnel policies – Collect personnel policy suggestions throughout the year. Track changes to the policy manual and support program staff to understand any changes through on-going education and training.
- Position Descriptions - Monitor position descriptions and position description storage for staff and members.
- Offer Letters - Approve and manage offer letters processes.
- Audits - Complete monthly audits for compliance, reporting, and performance measures.
- Unemployment - Process unemployment claim requests and understand the third party accounts that assist in management of our claims. Conduct state by state monitoring of AmeriCorps eligibility and labor laws.
- Internal resources and communications – Develop and maintain proficiencies in the use of the SharePoint internal website. Utilize SharePoint to encourage team and inter-program collaboration and communication thru shared documents, training library updates, and user-friendly design on HR pages.
- Human Resources Support – Assist staff with HR and AmeriCorps questions, provide connection to resources when appropriate. Support program staff thru policy development and best practices. Remain educated and collaborate with the team to ensure all policies and procedures are compliant.
- Professional development – Identify and distribute resources for professional development. Create opportunities for staff to become educated or engage in motivational opportunities that lead toward their personal and professional satisfaction.
- Staff and Member Exiting - Lead exiting procedures of staff and members and ensure processes are compliant.
- AmeriCorps - Continuously gain understanding of AmeriCorps policies, especially Criminal History Check Compliance, complete internal audit on members and staff on a regular-basis. Assist with the process of member/staff audits with AmeriCorps funders. Review internal processes to ensure compliance is feasible by all staff.
• Staff Orientation - Develop and track staff and supervisor orientations. Conduct on-going updates to the orientations to ensure they reflect up to date policies and partner compliance.
• Training- Assist with organizational training. Identify the need for additional trainings to ensure they reflect the organizational/staff needs. Support supervisors to ensure they provide their employees with the necessary tools and knowledge through training.

**Other Administration Support Duties and Communication**
Communicate regularly with program staff to determine the effectiveness of administrative systems. Continue to develop improvements to these systems.
• Visit program offices and field operations and ensure knowledge of policies and compliance is understood and upheld by all staff.
• Participate in central and program staff meetings to further knowledge and understanding of operations in relation to individual responsibilities.
• Assist with other general administration duties as needed.

**Physical Requirements:**
To successfully perform essential functions the HR Coordinator is required to sit, stand, walk, speak and hear. The HR Coordinator may be required to climb, balance, stoop, kneel, crouch or crawl on an infrequent basis. He/she/they must be able to operate office equipment, telephone, and computer and reach with hands and arms. The ability to drive an organization vehicle is also required. Reasonable accommodations may be made for qualified individuals with disabilities to perform the essential functions.

**Qualifications:**
• Experience in working with diverse populations of people, especially those of the BIPOC community.
• Minimum of 1 year of experience in non-profit or similar organization.
• Basic understanding of human resource and/or AmeriCorps management
• Proficient in all Microsoft Office Suite applications and ability to manage information in multiple organizational databases.
• Flexibility, adaptability and capacity to work in a fluid, changing work environment.
• The ability to communicate effectively with all staff in the organization and to understand administrative needs as they arise.
• Valid Colorado driver’s license and insurable driving record.
• Ability to pass Conservation Legacy’s Criminal History Checks.

**To Apply:** Send Cover letter and resume to Alyssa Murray, HR Manager, alyssa@conservationlegacy.org
Please include in the cover letter a response to this request:
*Please provide us with your experience working with diverse communities in a personal or professional setting, specifically those of the BIPOC community.*

*Conservation Legacy is an equal opportunity employer. We are committed to hiring a breadth of diverse professionals and encourage members of diverse groups to apply. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, national origin, protected veteran status, disability status, sexual orientation, gender identity or expression, marital status, genetic information, or any other characteristic protected by law.*
Update July 2020
Murray, A