

Human Resources Coordinator
Full-time/Benefits Eligible
Monday through Friday 8:30 am to 5:00 pm



Emerge Center Against Domestic Abuse has begun an organizational process of transforming philosophy and practice to acknowledge the root causes of violence as being embedded in multiple, intersecting systemic oppressions (sexism, racism, homophobia, transphobia, classism/poverty, able-ism, and anti-immigrant sentiment).

These conversations directly impact the climate and culture of our organization and are tied to the climate and culture in our community related to violence as a normalized experience. We are seeking team members across the organization who understand that humanizing the experience of all people is a radical act in a non-profit system and who are willing to be a part of transforming our organizational culture to be a more antiracist multicultural institution.

We are seeking job applicants who understand it is our responsibility to ensure that our responses to domestic abuse must include the experiences of those who are most in need and who have the least amount of access to help and support and who can work in an environment that is rapidly changing.

We're committed to making our community a safer place for everyone. Join us!

This position has access to highly confidential information and oversees many of the agency's logistical and legal human resources functions, including: administration of employee benefits plans, employee on-boarding and off-boarding, maintaining employee files, supporting with new employee recruitment processes, and a variety of other critical tasks and processes in support of compliance with the legal and regulatory aspects of the employer/employee relationship. At its essence, this position is one of outstanding internal customer service. The Human Resources Coordinator will work closely with the CEO, Executive Vice President/Chief Strategy Officer and other members of the Senior Leadership Team to design and implement systems and processes that prioritize and ensure fair and equitable treatment of all employees. The Human Resources Coordinator will also partner with the organization's Organizational Development team in furtherance of Emerge's anti-racism and multiculturalism culture and initiatives, and is expected to actively pursue personal growth – and encourage and support coworkers in doing the same – as part of organizational efforts to deconstruct unhealthy socialization related to racism and other forms of oppression

ESSENTIAL DUTIES

- Keeps confidential and/or privileged and proprietary information confidential during and after employment. Examples of where this confidential information may be derived from include, but are not limited to electronic communication (e-mail, text message, etc.), personal conversations and documents an individual has access to. Unless specifically directed by the CEO or Executive Vice President/Chief Strategy Officer, confidential/privileged information will not be shared with any other individual, both inside and outside of Emerge
- In conjunction with the CEO, ensures compliance with all applicable laws and regulations concerning employment practices
- Oversees initial on-boarding of new employees including completion of all relevant paperwork, set-up in Emerge systems and with employee benefits plans, scheduling new hire orientation, and following notification procedure for other staff
- Oversees off-boarding of exiting employees including conducting exit interviews, terminating employee benefits and issuing COBRA notifications, and following notification procedures for other staff
- Prepares and facilitates completion of Personnel Action Forms initiated by a supervisor

- In conjunction with the CEO, works with insurance broker(s) to create and maintain a robust employee benefits programs, and communicates benefits to employees through open enrollment and other methods
- Performs all benefits administration activities, including monitoring changes in eligibility status, processing employee changes pertaining to various benefits plans, ensuring vendor follow-up on employee claims or concerns as needed, and preparing/submitting all benefits-related reports and filings
- Completes annual EEO reports and filings
- Ensures that current state and federal labor law posters are posted at all sites
- Serves as the agency's Civil Rights Coordinator and contact for funding sources as needed
- Provides CEO and Executive Vice President/Chief Strategy Officer with information and options needed to ensure legal compliance with employment related federal, state and city requirements
- Assists in conducting personnel investigations at the direction of the CEO and/or Executive Vice President/Chief Strategy Officer, and maintains all records related to legal compliance
- Maintains personnel files/records for all current and former employees
- In conjunction with the corresponding supervisor, prepares new/revised job descriptions and related job postings
- Tracks incoming employment applications and completes candidate reference checks as needed
- Coordinates distribution of, and tracks responses from, annual Conflict of Interest forms completed by all employees
- Oversees completion of employee fingerprint clearance process, central registry and other background checks, CPR certification, etc., per agency policy and/or funder requirements
- Tracks status of employee performance evaluations
- Facilitates employee requests support through the Medical Leave Bank and tracks the Bank's available hours
- Supports with the agency compliance pertaining to the Family Medical Leave Act, Americans with Disabilities Act, Workers Compensation claims and other matters related to employee rights
- Responds to unemployment claims as needed
- In conjunction with the CEO and Executive Vice President/Chief Strategy Officer, maintains Employee Handbook, and ensures regular review and dissemination of updates to all employees
- Prepares and distributes regular employee communication to ensure consistent communication and notification of changes in staffing and open positions
- Researches and compiles market data for compensation analysis in partnership with CEO and Executive Vice President/Chief Strategy Officer to maintain competitive salaries and fringe benefits
- Provides accurate reports in a timely manner to external and internal customers
- Adheres to agency policies and procedures and all City, County, State and Federal rules and regulations

REQUIRED EXPERIENCE AND QUALIFICATIONS - Any combination of at least 2 years (4 years preferred) of work, professional or life experience (personal), in the following areas

Note: *Emerge recognizes that the required skills and knowledge needed for this position can be derived by formal professional experience as well as other life experience outside of a professional setting. Qualified applicants will be asked to make a direct connection between their work or life experience and the required qualifications below. We also value the added foundation that formal education can provide, however, any years spent in an educational institution will not count directly toward the number of years required or preferred.*

- Human resources experience, including employee benefits administration, employee on-boarding and payroll processing
- Demonstrate knowledge and practice working with how gender identity, race, class, ability, sexual orientation and other cultural factors and/or identities intersect with issues of gender-based violence
- Demonstrate willingness and ability to confront racist, homophobic and transphobic behavior/comments in any setting

- Ability to build authentic relationships with team members, supervisors, and program participants through practices such as listening to gain deeper understanding, being vulnerable and engaging in giving and receiving feedback
- Ability to examine your own privilege and connections to power and/or oppressions so you can work in service and consideration of the entire humanity of others
- Ability to function in a complex institution and systems with a focus on problem solving and adaptability
- Human resources experience in the nonprofit sector preferred
- Professional human resources certification preferred
- Knowledge of the dynamics of domestic abuse/gender-based violence preferred
- Bilingual (English/Spanish) preferred

REQUIRED COMPETENCIES

- Understanding of, and commitment to, the organization's mission, goals, and values
- Ability to facilitate and develop a healthy workplace culture
- Ability to multi-task and manage large amounts of data and information successfully
- Excellent organizational skills
- Proven problem solving, critical thinking and communication skills
- Strong working knowledge of core human resource functions
- Strong working computer skills including e-mail, calendars, document processing, spreadsheets and databases

OTHER REQUIREMENTS

- Appropriate fingerprint clearance through the Arizona Department of Public Safety
- CPR/First Aid certification
- Valid Arizona Driver License and proof of automobile insurance

Emerge is an equal opportunity employer