



POSITION DESCRIPTION

Job Title: Human Resources Coordinator

Reports to: Human Resources Director

Hours/Position: Full-time, Exempt

Summary: The HR Coordinator will support the Human Resources department by managing various HR functions, including employee onboarding and offboarding, benefits administration, compliance, as well as managing administrative tasks, and providing guidance to employees on HR-related matters. This role will assist the Human Resources Director with employee retention initiatives and recognition events.

Responsibilities:

- Assist with recruitment and hiring processes, including posting job openings, screening applications, scheduling interviews, conducting reference checks, and providing new hire documentation.
- Enter new hires into the HR/Payroll system for onboarding, benefits setup, and any employee status changes.
- Conduct new hire orientations, prepare new hire packets, and coordinate requests for materials (e.g., email accounts, laptops, keys).
- Ensure compliance with Equal Employment Opportunity (EEO) guidelines, labor laws, and regulations.
- Support the coordination and processing of annual employment contracts, pay agreements, and job descriptions.
- Maintain accurate data in the website directory and all HR-related spreadsheets.
- Assist in updating and maintaining policies, procedures, employee handbooks, benefits materials, and HR forms.
- Recommend process improvements to enhance departmental efficiency.
- Participate in safety and wellness committees.
- Prepare and distribute monthly employee newsletters.
- Collaborate with the Payroll department to ensure accurate records are maintained.
- Maintain up-to-date recruitment and employee files, ensuring all required documentation is included, such as Green Bay Diocese compliance records, teacher certifications and training records.
- Assist with benefits administration and respond to employee inquiries regarding benefits.
- Support the organization of employee retention efforts, including holiday events, wellness activities, staff recognition programs, and year-end gatherings.
- Participate in staff recruitment events, such as career fairs.
- Ensure volunteer and employee Virtus compliance; assist in preparing annual audit
- Order office supplies, signage, name tags, and business cards; schedule new hire photos as necessary.
- Perform other duties as assigned.

Qualifications:

- Minimum of a high school diploma or GED; experience in Human Resources is preferred.
- Strong customer service orientation.
- Proficiency in Microsoft Office and Google Suite; experience with HRIS systems is a plus.
- Clear written and verbal communication skills.
- Excellent organizational skills with the ability to manage multiple priorities and attention to detail.
- Professional demeanor and appearance.
- Ability to maintain confidentiality and handle sensitive information with discretion.

I accept the above responsibilities and by signature indicate my willingness to enthusiastically participate in the implementation of the faith community. I can perform the above duties with or without reasonable accommodations.

Print Name: _____

Signature: _____