**Department:** Administration

**Reports to:** Chief Operating Officer

**FLSA Status:** Non-Exempt

**Hours Per Week:** ~20

**Pay Range:** $18-20/hour; commensurate with experience

**Location:** Ravenna (Akron), OH On-Site and Remote (Hybrid)

*Effective October 10, 2023*

**Job Summary**

The Human Resource Coordinator will perform administrative tasks and services to support effective and efficient operations of all functions of the employee life cycle, with direction from the Chief Operating Officer. This position will support various administrative activities related to Ever Well’s talent acquisition, onboarding, benefits administration, performance management, compliance and recordkeeping, exit management, and general administration. The HR Coordinator will also serve as the organization’s internal HR representative and first point of contact for general employee inquiries.

**Essential Job Functions**

* Maintains accurate and up-to-date employee files, records, and documentation.
* Maintains the integrity and confidentiality of HR files and records; performs periodic audits of HR files and records to ensure that all required documents are collected and filed appropriately.
* Performs administrative and recordkeeping tasks related to staffing changes, which may include layoffs, resignations, terminations, and extended leaves of absence.
* With direction from the COO, assists as necessary with compliance audits and mandatory reports (DOL and others), which may include I-9 audits, EEO-1 filings, payroll audits, and other compliance reviews.
* Answers frequently asked questions from applicants and employees relative to standard policies, benefits, hiring processes, etc. as the first point of contact; refers more complex questions to appropriate senior-level management member.
* Conducts monthly benefits reconciliation to ensure accuracy of invoices and researches and escalates discrepancies as needed; including those for health, dental, vision, life and disability insurance, FSAs, HRAs, retirement plans, and employee assistance programs.
* Collaborates with internal Ever Well colleagues to create and implement a positive onboarding experience for new employees; conducts or assists with new hire orientation; processes new hire paperwork; partners with managers on orientation schedules; serves as a point of contact for new hires.
* Reviews applications for entry-level and non-exempt positions; schedules interviews for hiring managers; assists with other talent acquisition activities.
* Supports the offboarding of departing employees; prepares separation notices; processes terminations; ensures coordination of benefits with employee’s separation.
* Tracks and ensures that the organization’s performance reviews are completed timely and accurately.
* Assists with planning and execution of special events such as benefits enrollment, organization-wide meetings, employee recognition events, training and development initiatives, and other office celebrations.

**Required Knowledge, Skills, and Abilities**

* Excellent verbal and written communication skills.
* Excellent interpersonal skills with the ability to manage sensitive and confidential situations with tact, professionalism, and diplomacy.
* Excellent organizational skills and attention to detail.
* Excellent time management skills with a proven ability to meet deadlines.
* Strong analytical and problem-solving skills.
* Ability to prioritize tasks and to delegate them when appropriate.
* Ability to function well in a high-paced and at times stressful environment.
* Proficient with Microsoft Office Suite or related software.
* Proficient with or the ability to quickly learn human resource information system (HRIS), and similar computer applications.
* General understanding of federal, state, and local employment laws and regulations.

**Required Education and Experience**

* Associate’s degree in related field or equivalent combination of education and experience
* At least two years of experience in a human resources support role
* Experience with HRIS administration a plus

**Location, Schedule and Work Environment**

* This position is based in our Ravenna office, but the position is hybrid. In-office presence is required for candidate interview days (typically Tuesdays and Thursdays, as well as some Mondays), but when not required, employee may work remote.
* Work schedule: 20 Hours per week. Candidate must be available to work full days on Tuesdays and Thursdays, and generally about 4 hours on Monday.
* The noise level in the work environment is usually quiet.

**Physical Requirements**

* Prolonged periods of sitting at a desk and working on a computer.
* Must be able to lift up to 15 pounds at times.

**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

**Reasonable Accommodation**

Reasonable accommodation may be made to enable individuals with disabilities to perform these essential functions.

**EEO Statement**

*Ever Well Community Health is an Equal Employment Opportunity (“EEO”) Employer. It is our policy not to discriminate on the basis of race, color, creed, religion, gender, gender identity, pregnancy, marital status, partnership status, domestic violence victim status, sexual orientation, age, national origin, alienage or citizenship status, veteran or military status, disability, medical condition, genetic information, caregiver status, unemployment status or any other characteristic prohibited by federal, state and/or local laws. This policy applies to all aspects of employment, including hiring, promotion, demotion, compensation, training, working conditions, transfer, job assignments, benefits, layoff, and termination.*