



Ohio Alliance to End Sexual Violence

Position Description for: Contractual Human Resources Coordinator

Ohio Alliance to End Sexual Violence (OAESV) is Ohio's members-based statewide coalition. OAESV strongly believes that there is power and strength in our collective voices. A primary function of the coalition is to ensure there is a continuum of timely, inclusive, and effective supports, services, and resources for all individuals who have been impacted by sexual violence and want that access. We do this work through an anti-oppression lens.

OAESV seeks a **Human Resources Coordinator** to assist in the compliance of employment laws, onboarding, retention, HR support, and enforcing company policies and practices.

All applicants must be familiar and agree with OAESV's mission statement and philosophy regarding the elimination of sexual violence, anti-oppression, empowerment, inclusiveness, and social change. Ideal candidates will have a solid understanding of the root causes of sexual violence, knowledge of macro-level, statewide work, and the need to implement policies and strategies with a trauma-informed lens. As is the case with all positions on our team, the selected candidate will be expected to think outside of the box, to be solution-focused, and to find opportunity amid challenges. The ideal candidate will have empathy, vision, a positive attitude, high professional standards, and passion for the mission of OAESV. In addition, candidates should be politically savvy, outcome-oriented, and interested in being part of a progressive, mission-driven team. They should have a mind for strategic planning and work with intention and accountability.

SALARY INFORMATION:

- \$28.00 per hour
- 12 Hours a Week
- Please note this is a contract position that does not include benefits

REPORTS TO: President & CEO

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Coordinates all on-boarding functions for new hires, including, but not limited to, issuing offer letters, initiating background checks, and new hire paperwork
- Conducts new hire orientations
- Maintains employee information in HRIS (ADP)

- Perform routine tasks required to administer and execute human resource programs, including but not limited to, compensation, benefits, and leave; disciplinary matters; disputes and investigations; performance and talent management; productivity, recognition, and morale; occupational health and safety; and training and development
- Handle employment-related inquiries from applicants, employees, and supervisors, referring complex and/or sensitive matters to the appropriate staff
- Attends and participates in employee disciplinary meetings, terminations, and investigations
- Maintains compliance with federal, state, and local employment laws and regulations, as well as recommended best practices; reviews policies and practices to maintain compliance
- Provides technical support, troubleshooting, and guidance to HRIS administrators and the general employee population
- Collaborates with leadership and HR team to identify system improvements and enhancements; recommends and implements solutions through the full change-management lifecycle
- Manage Verification of Employment (VOE) requests
- Be accountable not only for direct responsibilities outlined in this job description but also to serve fellow staff and other constituents with whom position interacts; ensure actions and communications follow core values
- Attend meetings and trainings as required or assigned

OTHER DUTIES AS ASSIGNED

- Engage with OAESV staff, both individually and as a group, including through meetings, retreats, and programmatic collaborations
- Adhere to the philosophy and policies of the Ohio Alliance to End Sexual Violence
- Complete other tasks as necessary to carry out OAESV's mission and work - as assigned by supervisor

QUALIFICATIONS – Anti-Oppression Approach, Knowledge of Sexual Violence, and HR & Nonprofit Management Skills

- Excellent interpersonal and communication skills with the ability and professional acumen to work and communicate effectively with all levels of management and employees
- Excellent attention to detail with strong follow-through
- Prior HR or general business experience
- Self-motivated and able to self-manage projects and tasks
- Attention to detail, ensures tasks are completed with accuracy
- Individual contributor and ability to work with a team
- Ability to maintain a high degree of confidentiality, work independently, and follow up on projects and issues

- Excellent time management skills with a proven ability to meet deadlines
- Ability to prioritize tasks and to delegate them when appropriate
- Knowledge of employment-related laws and regulations
- Proficient with Microsoft Office Suite or related software
- Ability to work in a non-traditional work environment and with a virtual team, utilizing Outlook, Zoom, Skype (or Teams), and Slack as primary means of communication
- ADP experience is a plus

HOURS & LOCATION OF WORK

This is a contractual position (12 hours/week), requiring and offering flexible hours. Some evenings and weekends may be required. As part of a statewide coalition, the HR Coordinator may be based from a remote office anywhere in Ohio, with the ability to communicate regularly with OAESV staff and to travel throughout the state as needed, including for regular all-staff meetings.

Ohio Alliance to End Sexual Violence is an equal opportunity employer. OAESV values the importance of addressing issues of racism, homophobia, ableism, and other issues of oppression in order to make services accessible to all individuals regardless of race; color; sex; gender identity and expression; sexuality; national origin; religion; age; ethnic background; and social, economic, immigration, marital, physical, and/or mental status. People from historically underserved communities are strongly encouraged to apply.

Please submit cover letter and resume to www.oaesv.org/2021EmploymentApplication Please highlight any experience that specifically addresses the essential functions.