



## JOB DESCRIPTION

Job Title:	Human Resources Coordinator
Reports to:	Director of Human Resources
Supervises:	No
Job Code:	512
FLSA Status:	<input type="checkbox"/> exempt <input checked="" type="checkbox"/> non-exempt <input checked="" type="checkbox"/> full-time <input type="checkbox"/> part-time <input type="checkbox"/> other
Salary Ranges:	\$50,000-\$65,000

### Position Summary:

The Human Resources Specialist carries out administrative support functions for the Human Resources department. This position requires a high degree of initiative, discretion, and ability to preserve the confidentiality of sensitive information. This position requires an individual who can work independently, communicate effectively in writing and orally, understand and implement procedures and practices, and demonstrate a high level of attention to detail and accuracy in their work.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assists with daily human resources functions.
- Conducts recruitment efforts including staffing events, posting, selecting, interviewing, and using an applicant tracking system and scheduling interviews.
- Conducts new hire orientations and ensures new and current staff members understand and utilize benefits programs by generating employee communications.
- Prepares agendas for new hire orientation and meetings, ensures appropriate materials are available, and develops meeting summaries, and lists of follow-up items.
- Follow-up with staff members regarding reporting hours.
- Reconcile Bi-weekly payroll.
- Composes and proofreads letters, reports, memoranda, and HR materials.
- Organizes work, sets priorities, meets critical deadlines, and follows up on assignments with a minimum of direction.
- Responds to requests and inquiries in a timely and professional manner.
- Use data systems to ensure accurate data, and pull reports.
- Establish and maintain effective working relationships with internal and external staff and partners.
- May take the lead on specific projects as directed.
- Adhere to and enforce Coalition personnel policies and procedures.
- May serve as a presenter on ELCOC social media and/or internet-based platforms such as but not limited to Facebook, YouTube, and Instagram.

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- Performs other duties that may be necessary to maintain the success of the organization, as determined by management.

**SUPERVISORY:**

This position has no supervisory responsibilities.

**COMPETENCIES:**

To perform the job successfully, an individual should demonstrate the following competencies:

- Interpersonal Skills – Focus on conflict resolution and maintain confidentiality. High level of active listening and interpersonal skills.
- Adaptability/Dependability – Adapts to regular changes in the work environment, duties and/or procedures and takes responsibility for commitments and deadlines.
- Professionalism – Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

**QUALIFICATIONS:**

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The responsibilities listed are representative of the knowledge, skill, and/or ability required.

- This position requires successful completion of background screening standards as set forth in s.435.03 and 435.04, F.S. and drug screening as the Coalition is a drug-free workplace.
- Valid Florida driver's license is required, a good driving record and automobile insurance, as required by the Early Learning Coalition driving policy.
- Daily attendance on time and as scheduled is required with the ability to work flexible hours, including nights and weekends, when required.

**EDUCATION AND/OR EXPERIENCE:**

- Bachelor's degree (B.A.) from an accredited four-year College or university or two to five years related experience and/or training; or equivalent combination of education and experience.
- Three years of experience working in the human resources field with experience completing administrative tasks such as payroll processing, employee database management and/or recruitment.
- Strong familiarity with federal, state, and local laws regulating employee relations.
- Excellent communication skills and ability to develop interpersonal relationships with employees at all company levels.
- Ability to handle sensitive information with discretion.

**COMPUTER/TECHNICAL SKILLS:**

This position requires a candidate who can work remotely and in an office setting, with the ability to complete mandatory in-office trainings and attend meetings when required. Requires high-speed internet access that can be maintained daily, at least 25 Mbps (download) and 5 Mbps (upload) when working in a secure home location. Basic understanding of how to troubleshoot computer and internet issues. Must be Tech savvy overall, using cloud-based systems, IOS, Windows 8 and 10, with proficiency in Microsoft Office (Excel, PowerPoint, Word, Outlook). Knowledge of general office procedures of basic operational tasks, including answering phones, using email, using computerized and online systems to perform daily work.

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**PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

Listed are physical demands and environment characteristics that are representative of those that must be met by an employee to successfully perform the essential functions of this job. The employee frequently is required to use hands and fingers to operate and handle keyboards and other office equipment. This position requires sitting, talking on phone or headset or in person for extended periods of time, while using a computer. The employee is frequently required to stand, walk, and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch, or crawl. Occasionally lift and/or move up to 25 pounds. It is an office environment, and the noise level is usually moderate.

**NON-DISCRIMINATION STATEMENT**

The Early Learning Coalition of Orange County does not discriminate against employees or clients on the basis of race, color, religion, gender identity or expression, sexual orientation, national origin, age, disability, marital status, familial status or any other characteristic protected by Federal and State law. The coalition will make reasonable accommodations in compliance with the Americans with Disabilities Act of 1990, as Amended (ADAAA).

This job description may not be all-inclusive, and employees are expected to perform all other duties as assigned and directed by management. Job descriptions will be reviewed periodically as duties and responsibilities change with business necessity. Essential and marginal job functions are subject to modification. This document does not create an employment contract, implies or otherwise, other than an "at will" relationship. I have read and understand the job responsibilities, standards, and requirements for this position.

Send Cover Letter and Resume to:

[employment@elcoc.org](mailto:employment@elcoc.org)

By Fax to: 407-749-0287

By Mail to:

Early Learning Coalition of Orange County  
Attn: Theresa Brady- Director of Human Resources  
7700 Southland Blvd. Suite #100  
Orlando, Fla. 32809

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