



HUMAN RESOURCES COORDINATOR JOB DESCRIPTION

I. ORGANIZATION OVERVIEW

College Bound Dorchester, formerly known as Federated Dorchester Neighborhood Houses, has been serving the community of Dorchester since 1965. Although the organization's name has changed its commitment to supporting positive change in Dorchester remains resolute.

Everyday College Bound Dorchester's educators work with diverse populations between 3 months to 80 years of age, including at-risk youth, newly arrived immigrants and families struggling to provide educational support to their children. In each program, College Bound Dorchester provides educational services to the underserved and lays the foundation for future academic, economic and social success. By providing a continuum of services, College Bound Dorchester ensures that no student gets lost on their path to higher education and that all students have the tools to realize their goals. This work has the ability to not only increase the number of college graduates in Dorchester, but to also shift the community's mindset about college. This shift, from one of limited possibilities to one of high aspirations for all, will ultimately have transformative impact on the community's socio-economic development.

With an annual budget of \$5.6 million and a staff of 90, College Bound Dorchester annually serves over 1,000 children, youth and adults.

II. JOB TITLE: Human Resources Coordinator
REPORTS TO: Chief Operating Officer

III. POSITION OVERVIEW

The Human Resources Coordinator contributes to the accomplishment of Human Resources practices and objectives that will provide an employee-oriented, high performance culture that emphasizes empowerment, quality, productivity and standards, goal attainment, and the recruitment and ongoing development of a superior workforce. The Human Resources Coordinator will be responsible for all functions in the HR department including hiring and recruiting, training and development, maintaining employee records, etc.

IV. DUTIES AND RESPONSIBILITIES

- Administer Benefits: Health Insurance, Dental Insurance, Life Insurance, 401k, pension, MBTA, etc;
- Payment and breakout of insurance invoices;
- Governmental reporting: including HIRD, Census, OSHA, injuries;
- Post current employment laws, maintain current governmental forms;



- Maintain HRIS: including time off, info changes;
- Run personnel reports when needed;
- Assist in special projects: handbook, retreats, trainings, update internal HR processes & forms;
- Annual reporting: audit, vacation leave balances;
- Put together hiring packet and new employee orientation;
- Assist with Exit interviews;
- Post any open positions, review resumes and set up interviews, and updating information on all recruiting websites;
- Workman's comp claims, accident reports, safety committee;
- Boston Youth fund payroll (summer);
- Process all CORI/SORI's;
- Promote and improve Volunteer Program; maintaining college contacts;
- Attend annual Career Fairs and recruiting events;
- Maintenance of employee information in payroll system (ADP), review all online timesheets and process bi-weekly payroll;
- Other duties as assigned.

V. QUALIFICATIONS AND SKILLS

- Bachelor's degree;
- Must have at least one year of related experience.
- Possess excellent communication skills and have an ability to maintain a good working relationship with others.
- Strong organizational and time management discipline.
- Solid judgment and ability to resolve conflicts effectively.
- Ability to multi-task and operate effectively in stressful situations.
- Process oriented but flexible and adaptable to organization needs.

VI. SALARY AND HOURS

Full-time position; Salary commensurate with experience.

Please email a resume and cover letter, outlining how skills and experience will support the work of College Bound Dorchester. Please state how you heard about this opportunity and your salary requirements in cover letter. Send resumes to Sherrie Waller at swaller@collegebounddorchester.org with subject line "HR Coordinator"