



## Early Learning Coalition of Broward County, Inc.

### Job Description

**Position:** Human Resources Specialist

**Reports to:** Human Resources Manager

**FLSA Status:** Non-Exempt

**Position Status:** Full-Time

**Grade:** 39

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**JOB SUMMARY:** This position handles and provides support for various HR employee programs within the coalition. The role's focus will be in the areas of recruitment and benefits with the ability to provide guidance to staff across all functional HR areas.

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#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Coordinates open enrollment processes with third-party administrator.
- Coordinates health, life and disability insurance enrollments and communicates with service providers concerning routine administration of programs.
- Coordinates wellness initiatives throughout the coalition.
- Coordinates employee events: setting up, enlisting participation from staff and ensuring proper notifications are sent to secure room reservations and any technical support necessary.
- Supports the manager in the execution of safety protocols.
- Maintains personnel records in compliance with applicable legal requirements.
- Keeps employee records up to date by processing employee status changes.
- Coordinates and schedules visits from third party vendors to be accessible for staff.
- Updates the employment section on the website.
- Supports the manager in creating content for the staff newsletter.
- Assists in the hiring process by the coordination of:
  - job postings across multiple venues
  - interviews
  - reference checks
  - Level II and drug screening
  - orientations

- Maintains list of approved positions.
- Maintains human resource information system records and compiles reports from the HR/Payroll database.
- Send reminders to managers when new employee introductory reviews are due.
- Coordinate the Above and Beyond program.
- Takes minutes and distributes to the members of the A team.
- Maintains a high level of confidentiality with sensitive and confidential situations and documentation.
- Processes Level II fingerprints in the database.

#### **COMPETENCIES:**

- Communication Proficiency
- Customer Focus
- Ethical Practice
- Attention to Detail
- Results Focused
- Technical Capacity

#### **WORK ENVIRONMENT:**

- This position operates in a professional office environment. This role uses commonly used applications that include Advance computer skills with knowledge of Microsoft Word, Excel, PowerPoint Presentations, E-mail, and third-party data systems.

#### **PHYSICAL DEMANDS:**

- While performing the duties of this position, the employee is regularly required to talk and hear. The employee frequently is required to use hands and fingers to operate and handle keyboards and other office equipment.
- Ability to operate a motor vehicle.
- Able to sit for extended periods of time.
- Regularly required to walk and reach with hands and arms.

#### **POSITION TYPE AND EXPECTED HOURS OF WORK:**

- This is a full-time non-exempt position.
- The office hours of work are typically Monday through Friday, 8:30 AM – 5:00 PM.

#### **REQUIRED EDUCATION AND EXPERIENCE:**

- Associate degree in business administration, psychology, or closely related field.
- Minimum of 2 years' experience in an office setting.
- Minimum of 2 years' experience in computer skills to include MS Outlook, Word, PowerPoint, and third-party databases

**PREFERRED CERTIFICATION AND EXPERIENCE:**

- SHRM-PHR or Professional Human Resource Professional
- Three or more years in a human resources department for a non-profit organization

**ADDITIONAL REQUIREMENTS:**

**Background Checks**

Employment in this position is contingent upon obtaining and maintaining satisfactory:

- Verification of Required Education and/or Credentials
- Level II Background Check
- Drug Screen
- Valid Florida Driver License
- Valid Automobile Insurance – If applicable
- Access to Reliable Transportation – If applicable
- E-Verify

REASONABLE ACCOMMODATION WILL BE MADE FOR OTHERWISE QUALIFIED INDIVIDUAL WITH A DISABILITY.