



239 West 49th Str.
New York, NY 10019
212-581-2910

Job Title: Human Resources Coordinator
Supervisor: Chief Operating Officer
Job Status: Salaried Exempt (Full-Time)
Job Hours: 35 hours per week
Location: Administrative Offices
Compensation: Commensurate with experience

About Us: For over 40 years, Encore Community Services have provided care and services to the elderly of the Clinton, Times Square, and Midtown communities, so that they may live with dignity and decency in a safe and caring environment. Encore provides a comprehensive array of services for older New Yorkers including supportive and affordable housing, home delivered and sit down meals, case assistance, education, recreation, and friendly visiting. By nurturing, respecting and enabling, Encore hopes to improve the quality of an older person's life, in an approach that emanates from the core of Encore's commitment: a belief that what they do comes from the heart, and the heart is the center of it all.

About Position: Encore Community Services aims to be an employer of choice. We believe that in order to achieve our mission and improve the quality of life for older New Yorkers, Encore must have a work environment that attracts and retains dedicated professionals. To that end, Encore is establishing a new full time Human Resource Coordinator position. The Human Resources Coordinator is responsible for all administrative duties as they pertain to Encore's human resources functions including staff recruitment, maintenance of employee records, payroll processing, benefits administration, employee on and off boarding, and employee orientations. Additionally, the Coordinator will be part of Encore's management Team and will support the team with implementing industry standard employee performance management practices.

Job Responsibilities:

Personnel

- Prepare and maintain employment records related to events, such as hiring, termination, leaves, transfers, or promotions in HR data information system
- Work with management team to maintain Job Descriptions by ensuring they are current and filed appropriately.
- Keep track of vacancies, perform searches for qualified job candidates, using sources such as computer databases, networking, Internet recruiting resources, media advertisements, job fairs, recruiting firms, or employee referrals.
- Review employment applications and job orders to match applicants with job requirements and coordinate the interview process
- Process background and reference checks and process hiring-related paperwork, for the New Hires

- Oversee and implement the entire new employee onboarding process which includes but is not limited to: informing job applicants of details such as duties and responsibilities, compensation, benefits, schedules, working conditions and reviewing the employee handbooks
- Maintain all the Employee Records in respective filing system
- Maintain and update human resources documents, such as organizational charts, employee handbooks or directories, or performance evaluation forms. Coordinate training sessions for employees, including annual open enrollment for health insurance, and other employee policy trainings.
- Provide management with information or training related to interviewing, performance appraisals, counseling techniques, or documentation of performance issues.
- Keep up to date on programs to enhance office culture and employee satisfaction.
- Address employee relations issues, such as harassment allegations, work complaints, or other employee concerns.
- Maintain current knowledge of Equal Employment Opportunity (EEO) and affirmative action guidelines and laws, such as the Americans with Disabilities Act (ADA).
- Assist employees with inquiries including policy questions and technological assistance with Human Resources and Payroll portals
- Conduct exit interviews and ensure that necessary employment termination paperwork is completed.
- Respond to employment verifications and requests for information
- Assist Finance Department with audits

Payroll and Benefits

- Collect and review timesheets for accuracy
- Process Bi-Weekly Payroll in HR data information system
- Resolve any payroll discrepancies
- Manage deductions and Earnings on HR data information system for all employees
- Enroll New Hires and update terminations in HR data information system
- Enroll eligible hires in the medical, dental and pension plans
- Complete paperwork for Disability claims, Worker's Comp, Paid Family Leave, Department of labor for Unemployment Claims
- Prepare all check request for benefit payments
- Process pension worksheet for Mutual of America and online payment
- Assist with W2's and 1099 year end reporting process
- Maintain Vacation, Sick Leave, Personal day for all the employees

Other Duties

- Assist with various ad-hoc projects



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Job Qualifications:

- Bachelor's degree in related field, e.g. concentration in HR, Psychology, Sociology.
- Two to four years HR or office administration experience. Experience or interest in nonprofits desired
- Demonstrated communication and organization skills.
- Excellent computer skills (MS Word, Excel, Outlook), including sophisticated spreadsheets and databases
- Paychex experience a plus.
- Excellent time management, interpersonal, multi-tasking and organization skills
- Demonstrated work ethic, flexibility, independence and thorough follow-up skills.
- Excellent oral and written as well as communication skills.
- Ability to maintain confidentiality and record and deliver information, to explain procedures, to follow verbal and written instructions.

How to apply: email **Resume** and **Cover Letter** to
jobs@encorecommunityservices.org

In the subject line, please indicate "**Human Resource Coordinator**"

*Due to the high volume of applicants, only qualified candidates will be contacted.
Encore Community Services offers excellent benefits and is an Equal Opportunity
Employer/Program*