

HR and Planning Coordinator, Full-time

Grassroots International seeks a **Human Resources and Planning Coordinator** to aid and facilitate the human resource processes with an emphasis on benefits and compensation areas. This role administers employee health and welfare plans and acts as liaison between employees and insurance providers. The position works closely with the Director of Planning and Special Initiatives in developing, implementing and evaluating ongoing HR policies, programs, functions and activities, ensuring that the organization is in full compliance with applicable laws and regulations. This position resolves benefits-related problems and ensures effective use of plans and positive employee relations. The Human Resource and Planning Coordinator makes sure that certain plans are administered in accordance with federal and state regulations and that plan provisions are followed. This role keeps records and maintains employee files. The HRPC supports the Director of Planning and Special Initiatives to implement organizational programs and assists with long term planning.

Grassroots International connects people in the US with global movements that defend land, territory, water, food, seeds and the earth. Together we address the root causes of injustice and oppression, and build alternatives that nurture human rights, ecological justice, and liberation. We do this through grantmaking, social action, and philanthropic leadership. As a public foundation, Grassroots International raises its budget annually. Our organizational culture is collaborative, relational, and deeply mission-driven.

Responsibilities:

- **Payroll and Benefits:**

- Administer and coordinate all activities relating to the maintenance of payroll and employee benefits programs, including conducting analyses and serving as primary contact with providers (including group health and life), workers' compensation, unemployment and retirement plans.
- Support employees with benefits access: disability claims, etc.
- Process required documents through payroll and insurance providers to ensure accurate record-keeping and proper deductions. Examples include
 - Reconciling benefits statements.
 - Completing I-9 Forms, verifying I-9 documentation and maintaining I-9 files.
 - Preparing new-employee files and filing documents into appropriate employee files.
- Develop, implement and control programs in a manner that ensures cost effectiveness, market competitiveness and internal equity among employees.
- Conduct audits of payroll, benefits or other HR programs and recommend corrective action.

- Maintain insurance policies, including reporting, renewal, compliance, and open enrollment of group health and dental, disability, general liability, Directors & Officers liability.
- Assist the DPSI in the daily administration of other HR services as directed or assigned, including recruitment, contract administration, affirmative action/EEO compliance, job classification, performance evaluation, and employee relations in accordance with quality management principles and overall objectives of the organization.
- **Recruitment, Interview and Onboarding process for new employees**
 - Track the status of candidates and respond with follow-up letters at the end of the recruiting process.
 - Provide support to hiring committees, and facilitate timely communication between supervisors, the Executive Director, hiring committees, and job applicants.
 - Schedule interviews as requested by the DPSI.
 - Support the onboarding process and lead the general orientation of new employees to organizational policies, administrative systems, shared practices, employee benefits, and standards
 - Brief new employees on benefit programs and assist with enrollment. This includes providing training and orientation around organizational tools, resources, and administrative systems.
- **Office Systems and Planning:**
 - Maintain and expand knowledge and understanding of existing and proposed federal and state laws/regulations affecting human resource management. Identify trends that could affect organizational objectives and/or operational resources. Interpret appropriate laws and policies and advise management, employees and retirees accordingly.
 - Develop, prepare, generate and analyze ongoing and ad-hoc special reports pertaining to employee personnel information and data, including issues such as benefits costs, staffing levels/deployment, turnover, absenteeism, recruitment, applicant tracking, affirmative action/EEO, compensation, promotions, etc.
 - Effectively utilize the data processing system to obtain, store and analyze pertinent data and information.
 - Lead facilities planning and implementation, workspace management, and office safety systems, in coordination with the DPSI.
 - Serve as primary contact with the landlord, maintenance staff, and outside vendors on matters concerning the upkeep, maintenance, and improvement of office space; building and grounds; and related facilities and services.
 - Coordinate and implement the maintenance and improvement of the organization's office environment and resources.
- Performs other related duties as assigned.

Required Qualifications:

1. A commitment to the mission of GRI.
2. The ability to work as part of a team in a mission driven organization.
3. Excellent verbal and written communication skills.

4. Excellent interpersonal and customer service skills.
5. Excellent organizational skills and attention to detail.
6. Working understanding of human resource principles, practices and procedures.
7. Excellent time management skills with a proven ability to meet deadlines.
8. Ability to function well in a high-paced and at times stressful environment.
9. Proficient with Microsoft Office Suite or related software.
10. Physical Requirements: Prolonged periods of sitting at a desk and working on a computer; Must be able to lift up to 15 pounds at times.

Preferred Qualifications:

1. At least two years related experience in human resources
2. SHRM-CP credential or similar certification
3. Prior payroll and benefits management experience
4. Familiarity with outsourced HR solutions
5. Experience coordinating volunteers

Compensation: Full-time position; starting salary \$60,244 - \$70,875 DOE; excellent benefits, including health, dental, disability, paid sick time and vacation, and retirement.

To Apply: Send resume and a cover letter to: hRPC2021@grassrootsonline.org with HRPC and YOUR NAME in the subject line. In your cover letter, please be sure to explain one aspect of Grassroots International's mission that is particularly compelling to you and why.

No phone calls please. Position open until filled.

Grassroots International is an Equal Opportunity Employer. Black people, indigenous people, people of color, immigrants, LGBTQ and gender nonconforming individuals, and women are strongly encouraged to apply. We actively recruit, and support the retention and advancement of, persons of diverse backgrounds within the organization. We believe that having a board, staff, and membership with diverse identities and backgrounds enhances our ability to meet our mission and creates a vibrant environment where individuals can learn, grow and thrive. To that end, we are committed to fostering a workplace culture where all employees are equally included, valued, and supported.

Authorization to work in the United States is required.