



Jewish Community Center of Greater Albuquerque

H.R. COORDINATOR

PART TIME: 20 Hours/Week:

Summary/Objective:

The Jewish Community Center of Albuquerque, JCC, has an exciting opportunity for an H.R. Coordinator. This position is responsible for a broad range of HR functions including recruiting, on-boarding, benefits coordination and reporting. This position reports to the C.E.O. and is a **Part Time position working approximately 20 hours per week with flexibility in scheduling.**

Essential Functions:

1. Responsible for recruiting functions including posting job openings and on boarding of new hires.
2. Responsible for benefits management including coordinating open enrollment.
3. Provide support to Management regarding employee relations issues.
4. Update personnel policies and procedures including updates to the Employee Personnel Handbook as needed or directed.
5. Data entry of employee changes, new hires and terminations in the Payroll/HR systems.
6. Manage all record keeping functions including employment files.
7. Respond to Unemployment, EEOC, Worker's Compensation, OSHA and other relevant employment related claims.
8. Manage record keeping related to COVID-19 compliance: report positive COVID cases as required by DOH and OSHA.
9. Respond to requests for verification of employment.

Required Qualifications

- At least 1 year of human resources related administrative experience or equivalent education/certifications.
- Strong Computer skills especially related to Microsoft Office including word and Excel. Experience with HRIS and/or payroll systems helpful.
- Strong verbal and written communication skills
- Ability to work effectively independently and as part of a team
- Detail oriented with strong organizational and follow-through skills

Preferred Experience & Education

- Relevant Degree or specialized training or education related to HR Administration.
- HRC and/or SHRM-CP credential preferred
- Knowledge/experience with HRIS and payroll systems preferred.

The JCC is an Equal Opportunity Employer and fully complies with all Federal, State and Local Laws.

Send applications to jennifert@jccabq.org