



POSITION DESCRIPTION

TITLE: Employee Relations Coordinator

DEPARTMENT: Administration

SUPERVISOR: Executive Director

POSITION SUMMARY:

This permanent part-time position supports and enhances the workplace culture through effective employee relations, leading processes such as recruiting, interviewing, hiring, on-boarding, and training, as well as ongoing human resource employee engagement activities. This position will lead the compliance for federal and state employment law in all aspects of human resource management. Under the direction of the Executive Director, this position will primarily be responsible for the overall staffing needs of the Executive Office of the P.E.O. Sisterhood.

This position is supervised by the Executive Director who reports to the Executive Board of International Chapter and is responsible for overseeing the day to day operations of all other staff for the Executive Offices. This position will assist with those responsibilities.

RESPONSIBILITIES:

- Under the direction of the Executive Director, this position will primarily be responsible for the overall staffing needs of the Executive Office of the P.E.O. Sisterhood.
- Working with the Executive Director or other department supervisors, effectively handles the process for recruiting, interviewing, hiring, and on-boarding of new employees.
- Works with the Executive Director on overall plan regarding staffing needs, present and future, as well as succession planning.
- Works with employee requests regarding extended absences, as well as coordination of subsequent potential needs or accommodations.
- Manages the overall annual review process by establishing the expectations and communicating timelines.
- Identifies and provides or coordinates training for supervisory staff.
- Advises managers on human resources policy and procedures.
- Works with supervisors to develop staff Professional Development Plans as needed.
- Answers staff questions about office procedures and works to resolve potential employee issues or concerns.
- Uses data on salary and employee trends to advise regarding wages, benefits and a competitive compensation plan.
- Works with the employee engagement committee.
- Other duties as assigned.

SUPERVISION:

This position operates within the guidelines developed by the Executive Board of International Chapter and office practices and procedures established by the Executive Director. Questions should be referred to the Executive Director

REQUIRED SKILLS:

- College degree required with previous human resource management experience.
- Displays in-depth knowledge and understanding of all aspects of human resources management and compliance.

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- Detail-oriented, dependable and trustworthy since this position works with complex and sensitive confidential issues.
- Self-directed, with the ability to work independently and be highly-motivated.
- Ability to complete tasks in a timely and accurate manner.
- Can work effectively solo or as part of an integrated team.
- Maintains excellent writing and language skills.
- Good interpersonal skills.
- Excellent verbal and written communication skills.
- Proper maintenance of records and files.
- Computer skills required, preferably with experience using Microsoft Office.
- Membership in the P.E.O. Sisterhood and an understanding of P.E.O. policies and procedures preferred, though not required.