



JANE
ADDAMS
RESOURCE
CORPORATION

Job Description

Title: HR/Operations Coordinator

Department: Operations

Reports To: VP of Operations

Supervises: None

The Jane Addams Resource Corporation (JARC) promotes strong communities, businesses and households to ensure that people who work do not live in poverty

JARC helps low-income workers, job seekers and community residents attain financial self-sufficiency through skills training and support services. JARC's job training programs target strategic skills gaps in the manufacturing, such as Computer Numerical Control (CNC) machinist and welder. As a Center for Working Families (CWF) and Financial Opportunity Center (FOC), JARC provides bundled financial support services, such as income supports, financial coaching and employment services

The HR/Operations Coordinator assists the VP of Operations & Finance Director in the execution of Human Resources, Finance and General Operations functions within the organization. This may include a variety of tasks and projects, including everything listed below as well as other duties as assigned.

Primary Essential Functions:

Human Resources:

- Maintain HR/Personnel files
- Complete bi-weekly payroll processing
- Maintain accurate count of PTO, Comp-time, and FMLA hours for all employees
- Assist with benefit enrollment and administration; serve as a point of contact for external providers/brokers
- Assist with recruiting activities, including posting open positions and coordinating with Program Directors throughout the interviewing process
- Facilitate new hire orientation and on-boarding
- Provide input on personnel issues, including hiring and disciplinary decisions and responses to union requests/grievances
- Ensure compliance in all areas of HR, including federal/state employment laws and provisions of the collective bargaining agreement
- Coordinate performance evaluations with VP & Program Directors
- Assist with remediation and performance improvement plans with Directors
- Performs other duties as assigned

Operations:

- Assist with maintaining all operational files, contracts and leases
- Assist with equipment leases, maintaining telephone system, facility management and IT related matters
- Manage contractor and external vendor files

- Conduct filing, record keeping, and reporting activities for both Operations and the Finance department
- Process check requests and assist with allocations for Operational bills
- Serve as a point of contact for Operational issues/concerns
- Provide administrative support to President & EVP, including; E-mail, correspondence, and clerical support
- Perform other duties as assigned

Team Functions:

- Assists in daily Finance, HR and Operations responsibilities
- Collaborate with program staff
- Participates in the JARC Operations team functions
- Participates in the Resource Meetings as directed
- Provide input on personnel issues, including hiring and disciplinary decisions and responses to union requests/grievances
- Assist in developing management positions on collective bargaining; serve as a resource to VP of Operations for collective bargaining, including developing reports and strategy input on generating management's strategy for collective bargaining
- Provide support in executing the collective bargaining agreement
- Responsible to be cross trained in all three areas of operations

Secondary Essential Functions:

Finance:

- Accounts Receivable: Processes intake of revenues – cash, check and ACH; coordinates collection efforts; Invoicing: Accurately and timely completes monthly invoices to government funders, foundation partners and client companies
- Accounts Payable: Processes purchase requests; process check requests; assists in bill payment; manages vendor files
- Credit Card Reconciliation: Reconciles agency credit cards on a monthly basis
- Audit Coordination: Assists in the preparation for external and agency audits; pulls documents and organizes audit review materials for auditors
- Financial Reports: Assists in producing monthly reporting
- Ensure compliance, including federal/state employment laws and provisions of the collective bargaining agreement
- Performs other duties as assigned

Qualifications:

- A minimum of a Bachelor's Degree or 5 yrs of experience in a relevant field
- Team player; thrives in collaborative, mission-driven environment
- Strong organizational skills including the ability to effectively prioritize tasks and meet deadlines in a fast paced environment
- Self-motivated with creative problem solving skills
- Professionalism, flexibility, good judgment and commitment to the organization
- Ability to adhere to all legal and ethical laws and guidelines
- Proficiency with Excel, Word and Outlook required
- Background in finance, human resources or non-profit work preferred
- Previous experience in a union work environment a plus
- Flexible availability

Terms/Conditions:

- Pay rate: \$22.00 per hour

- Full Time / Permanent (35 hours a week)
- FLSA Non-Exempt
- Confidential employee
- Competitive benefits package
- Criminal Background checks required

JARC is an Equal Opportunity Employer: Minority/Female/Veteran/Disabled/LGBTQ