



Human Resources and Board Liaison

(Revised 12/22)

CATEGORY/STATUS: Non-Management, Exempt

PAY GRADE: 9

DEPT. / SUPERVISOR: ADMINISTRATION / HUMAN RESOURCES VP

PRIMARY FUNCTION: Responsible for board administration, human resources, and administrative functions.

DUTIES:

1. Responsible for all board-related activities including regular board documentation and communication, monthly meetings, committee meetings, retreats, and travel bookings.
2. Responsible for employee events including potlucks, staff party, personal milestones, awards, etc.
3. Responsible for HR clerical duties, handling incoming mail, managing the HR inbox, and filing employee records and other documentation.
4. Responsible for corporate administration to include supply ordering, meeting preparation/organization, and supporting coordination of required compliance training.
5. Assist with recruiting of new employees to include ad placement, candidate screening, interview scheduling, and candidate follow-up.
6. Assist in the preparation and delivery of new employee orientation, benefits, payroll, leave management and other related human resources documentation.
7. Responsible for assisting the Human Resources Department with various tasks as needed.
8. Responsible for performing various research-related tasks.
9. Responsible for backing the VP, Human Resources and other members of the HR Team when not in office.
10. Responsible for other duties as assigned.

PHYSICAL REQUIREMENTS:

1. Must be able to sit or stand for long periods of time.
2. Must be able to use computer keyboard and mouse.
3. Must be able to use an audio telephone communication system.
4. Must be able to view dual computer monitors.

EDUCATION, EXPERIENCE, & SKILL REQUIREMENTS:

1. High school or equivalent education required.
2. College degree in business, communications, or human relations area of study or comparable work experience is strongly desired.
3. Demonstrated ability to communicate at a highly personable, professional, effective and efficient level in person, by phone and in writing is required.
4. Ability to work with personal information in a confidential manner is required.
5. Demonstrated ability to multi-task, organize, prioritize, work efficiently, and accurately is necessary.
6. Strong PC knowledge/aptitude is required.
7. Proficient in using MS Office software (Outlook, MS Word, Excel, Power Point, and Share Point) and HR related software strongly desired.