

# Dignity and Power Now

<https://legacy.dignityandpowernow.org/job/administrative-and-hr-coordinator/>

## Administrative and HR Coordinator

### Description

Reporting to the Administrative and HR Specialist, the Admin and HR Coordinator is responsible for performing a variety of administrative tasks and human resources duties. In addition to recruiting and placing new employees, maintaining personnel records, liaising with vendors, the Admin and HR coordinator will maintain communication across teams and provide support to all employees. The Admin/HR Coordinator role requires an individual who is exposed to all administrative and human resources procedures and processes, who understands and is passionate about the mission and vision of the organization and exemplifies Dignity and Power Now's core values.

### Responsibilities

- Point of contact for all vendor relations and management, including inquiries, email correspondences and coordination
- Support the review and implementation of all HR initiatives, policies, procedures, and systems
- Support to cultivate appropriate staff training and capacity building and development programs
- Support the interview and hiring process for various open positions including resume review, interview and zoom meeting scheduling, candidate interview notes/work sample gathering and storage as requested
- Contacting references and performing background checks
- Research and provide data to prepare documents for review and presentation to internal teams and external vendors and community partners
- Prepare reports, memos, invoices, letters, financial statements and other documents
- Build relationships and partner with colleges and universities for internship and fellowship opportunities with DPN
- Ensure compliance with state and federal policies, as well as legal requirements are up to date
- Schedule and coordinate staff meetings (monthly and quarterly) and staff retreat
- Process paperwork, maintain databases and support in updating HR policies
- Support HR department to ensure that various pieces of correspondence are routed to correct recipient.
- Attend and participate in scheduled and impromptu meetings as requested
- Coordinate and facilitate purchases to meet staff needs
- Perform office duties that include ordering supplies and managing a records database
- Provide general administrative support and assist with HR functions including expense report, identifying employment needs
- Perform other duties and projects as requested/required

### Qualifications

- 2+ years of experience as an Administrative and HR Coordinator
- Professional level verbal and written communication skills
- Experience as a virtual coordinator.
  
- Advanced computer skills including, but not limited to, MS Office Suite, Google

### Hiring organization

Dignity and Power Now

### Employment Type

Full-time

### Job Location

Remote work from: USA

### Date posted

12/23/2020

### Submit Resume & Coverletter to:

[dpnrecruiter@dignityandpowernow.org](mailto:dpnrecruiter@dignityandpowernow.org)

Suite, zoom and other virtual meeting platforms, experience with different messaging systems such as slack, Teams, signal, etc., social recruiting and more

- Ability to organize a daily workload by priorities
- Must be able to meet deadlines in a fast-paced quickly changing environment • A proactive approach to problem-solving with strong decision-making skills
- Highly responsive to communications. Able to review and reply to all incoming communications quickly. Urgent in nature in response to work requests
  
- Strong organizational skills and ability to multi-task
- Strength of character, ethics, commitment and reliability
  
- Trustworthy with confidential and personal information