



# JOB ANNOUNCEMENT

Posted: May 24, 2019

## HUMAN RESOURCES, DEVELOPMENT & COMMUNICATIONS COORDINATOR

*Support the organization's human resources, fundraising and communications activities through a variety of tasks including coordinating recruiting, onboarding, training, and performance management, and managing the donor data base and online communities. The HR/Development/Communications Coordinator will work closely with the Development, Communications, and Executive Directors in this position that offers variety, independence, learning and professional growth, and the opportunity to make a difference in the organization and our community.*

**Hours:** 40 hours per week

**Compensation:** \$17.50-\$18.50 per hour

**Supervisor:** Executive Director

**Start Date:** ASAP

### PRIMARY RESPONSIBILITIES:

#### HUMAN RESOURCES

- Coordinate the recruiting process, including personnel requisitions, job descriptions, job postings, scheduling interviews, compiling interview evaluations, and closing out candidates not selected to move forward in the process.
- Coordinate onboarding, including offer letters, background checks, payroll/HRIS entry, scheduling and delivery of new hire orientation, and benefits enrollment.
- Administer performance review program; coordinate training, prepare and forward appraisal forms to employees and managers, track and follow up to ensure return of completed forms, compile final reviews, and track completion of review meetings.
- Coordinate internal and external training programs.
- Coordinate and assist in the research and preparation of compensation and salary survey data.
- Create and coordinate staff surveys as recommended by the executive team.
- Attend webinars, seminars, trainings, and conferences to maintain current knowledge and understanding of regulations, industry trends, and HR best practices.
- Make recommendations for updates to human resources policies.
- Manage worker's compensation claims.
- Maintain a wide variety of confidential payroll information, files, and records.
- Administer payroll system for new hires and terminations, status changes, benefits enrollments, garnishments and changes and bonuses. Support Business Operations Coordinator with payroll processing, as needed.
- Assist in evaluating, implementing and maintaining new HRIS.
- Administer employee benefits programs, including group insurance.
- Train and support employees on payroll, time and attendance, and benefit systems and programs.

## **DEVELOPMENT**

- Provide support for fundraising efforts, donor communications, and special events related to the organization's fundraising plan.
- Manage the day-to-day operation of the organization's constituent relationship management system (Neon, CRM).
- Ensure that systems, including acknowledgement of gifts, donor data tracking, and grant information, and all record keeping are maintained in an accurate and timely way.
- Acknowledge and correspond (letters, special letters, tax receipts, impact letters and thank you cards) with all donors in a courteous, grateful and timely way.
- Work events as needed, acting as an ambassador for the organization.

## **COMMUNICATIONS & MARKETING**

- Manage organization's social media, creating engaging content consistent with organization's goals, mission, vision and key values.
- Maintain active, appropriate online presence, including creating and/or posting content for website, all social media channels and blog posts.
- Creating and/or posting social media and other content to market Women's Health's medical services to prospective patients.

## **ADMINISTRATIVE**

- Liaison to the Board of Directors, including attending and taking minutes at monthly Board meetings, managing and updating documents, communicate and update calendars relevant to the Board and other tasks as assigned by the Executive Director.
- Manage calendars, correspondence, and other tasks as needed for the Executive Director.
- Coordinate logistics for meetings, both internal and external.
- Assemble reports, presentations, training, and other materials.
- Other duties as assigned.

## **QUALIFICATIONS REQUIRED:**

- Strong commitment to reproductive freedom, and an ability to demonstrate knowledge and passion for the mission of Women's Health.
- 2+ years relevant HR administrative experience highly preferred.
- Associate's/Bachelor's Degree and APHR/PHR certification highly preferred.
- Extremely organized and detail-oriented.
- Strong work ethic: proactive, independent, and self-directed work style.
- Ability to maintain professionalism and flexibility in fast-paced environment.
- Customer service oriented; friendly and positive with the ability to interface with a wide variety of individuals and work on a team.
- Solid technology, computer, and communication skills.
- Proficient on all Microsoft programs as well as Google Drive.
- Experience working with non-profit organizations. Experience in development preferred.
- Unshakeable levels of professionalism, integrity, and confidentiality.
- Team player who is willing to go above and beyond to help others
- Self-motivated, proactive, and resourceful.
- Superior verbal and written English language skills.
- Works effectively with minimal supervision.
- Organizes, prioritizes, and effectively carries out multiple job responsibilities in an interruption-driven environment.
- Ability to work occasional nights or weekends.

## **WHY WOMEN'S HEALTH?**

- ✓ **We make a real impact** for those we serve. As the first abortion provider to open in Colorado, we remain innovative and locally focused, honoring the legacy of our founders. We aim to create access for those who need it the most by breaking down barriers that exist in our community.
- ✓ **We support each other.** The culture at Women's Health is built around trust, collaboration, and respect. Diverse backgrounds, experiences and viewpoints are celebrated and valued here. Our approximately 40 staff members are driven by their personal passion for our cause, and come together to build strong, effective programs.
- ✓ **Our benefits package** for full-time employees includes eight paid holidays, paid time off (vacation + sick), medical coverage, long-term disability, a 403b retirement plan, and an Eco-Pass.

**The Mission of Boulder Valley Women's Health Center** is to provide accessible, confidential and comprehensive gynecological and reproductive healthcare, including sexual health services and education. We envision a healthy community of people empowered to make informed choices about their sexual health and well-being.

*Women's Health values diversity and is committed to hiring individuals from various backgrounds. As an Equal Opportunity Employer, we do not discriminate based on race, color, religion, gender identity, gender expression, sexual identity, national origin, age, or ability.*

## **TO APPLY:**

- Email your resume and a cover letter, specifically addressing the position responsibilities and your associated qualifications, to:
  - **Ruth Becker, Interim Executive Director:** [Ruthb@bvwhc.org](mailto:Ruthb@bvwhc.org)
- We will review applications on a rolling basis until the position is filled, with preference given to those who apply by **Friday, June 7, 2019.**
- No phone calls, please.
- Employment at Women's Health is contingent upon candidate passing a background check.