

# ALBINA HEAD START JOB DESCRIPTION

## Non-Exempt

Must work 40 hours per week between 8 a.m. and 5:30 p.m. Monday-Friday.

### **COORDINATOR ASSISTANT / HR**

**Essential Function (s):** Provide support to Human Resource Coordinator. Ability to read, speak and write with proficiency in the English language. Maintain regular attendance.

**Responsibilities:** Provide support to Human Resource Coordinator, implement and monitor assigned projects.

**Reports to:** Human Resource Coordinator

**Supervises:** Does not supervise others

**Salary Range:** \$2,000.00 - \$3,400.00 per month

**Physical and Mental Requirements:** Strong desire to succeed. Excellent planning, and organizational skills, ability to multi-task and attend to details. Efficient and quick. Must be able to cope well with stress. Pleasant, articulate, confident speaking voice.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit; stand; stoop; bend; walk; talk; hear; use hands to grip, type; reach with hands and arms, occasionally required to stand or walk on uneven surfaces; climb stairs. 1 to 2 hours per day spent in strenuous physical activity, lifting up to 50# one or two times in an 8-hour day.

**Experience Requirements:** Three years experience performing similar tasks/responsibilities. Computer experience; Data based information systems, Word, Excel, and Internet. Experience with website design and Adobe Acrobat. Must have typing speed of 60 accurate wpm and data entry accuracy; must be able to proofread with accuracy. Ability to work effectively with people and demonstrate respect for them regardless of their situation.

**Preferred Experience:** One to three years experience working in Human Resources.

**Educational Requirements:** GED or high school diploma; college level education a plus.

**Licensing / Certification Requirements:** Must pass criminal background check. Negative tuberculosis screen.

**Ability to Operate Equipment/Tools:** Computer, copier, phone, fax machine.

**Environment Factors/Working Conditions:** Enclosed facility, office environment. Some floors are tile, some are carpeted. Heated. May or may not have air conditioning. May come into contact with childhood diseases and blood.

**Job Duties:**

1. Maintain confidentiality in all areas of responsibility.
2. Maintain Human Resource database information system, records, and files.
3. New employee recruitment; job postings, entry and processing applications.
4. Update and maintain agency websites.
5. Complete reports as scheduled.
6. Type correspondence and special reports as needed.
7. Monitor and follow up on projects, provide status updates of projects when requested.
8. Respond to requests for information from staff.
9. Operate all office machines.
10. Report to work at scheduled times and maintain good attendance. Perform all duties in a timely and professional manner. Participate with a positive attitude and behavior in all program activities.
11. Perform other duties assigned and reasonably within the scope of the duties listed above.

**I have read and I understand the job description listed above. My questions have been answered. I am fully qualified for this position and can perform the duties as described. I understand that this is not an exhaustive list of all my duties and responsibilities. I understand that Management (and no other) reserves the right to revise this job description as deemed necessary.**

**Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

Revised 7/11

**Name (Print):** \_\_\_\_\_