

For over 75 years, Episcopal Relief & Development has been working together with supporters and partners for lasting change around the world. Each year the organization facilitates healthier, more fulfilling lives for more than 3 million people struggling with hunger, poverty, disaster and disease. Inspired by Jesus' words in Matthew 25, Episcopal Relief & Development leverages the expertise and resources of Anglican and other partners to deliver measurable and sustainable change in three signature program areas: Women, Children and Climate.

Coordinator, Human Resources (New York, NY)

The Coordinator, Human Resources manages the daily functions of the human resources department as well as the administration of human resources policies, procedures and programs to ensure the effective and efficient operation of the department in support of Episcopal Relief & Development's core values and strategic goals.

As Coordinator, Human Resources, you will:

- Respond to all internal and external human resources related inquiries.
- Serve as primary liaison with payroll administration.
- Administer employee health and benefit plans.
- Facilitate the implementation, maintenance and reporting for HRIS, HRMS, benefits and payroll systems.
- Assist in the development, implementation and enforcement of human resources and organizational guidelines, policies and procedures.
- Perform critical functions of the talent acquisition and recruitment processes and oversee new employee orientation, onboarding and training as well as off boarding.
- Maintain accurate, complete and up-to-date human resource files, records and documentation in accordance with legal requirements.
- Create, update, maintain and distribute human resources communications and documents.
- Support performance management processes and procedures.
- Plan and execute staff related trainings and events.
- Provide administrative support to the human resources department.

You Are:

- A confident communicator with superb interpersonal and customer service skills who has sound judgment and manages sensitive information and situations with discretion, confidentiality, tact, diplomacy and good humor
- Sensitive to diversity in all its forms and able to relate to people of different backgrounds and across all levels of the organization
- Detail-oriented with strong organizational skills and the ability to manage competing priorities and meet deadlines in a fast-paced environment
- Able to grasp concepts, procedures and systems quickly
- Accessible and able to work from the NY office, but also comfortable with and willing to work independently in a remote-work environment
- Comfortable working in a faith-based environment

You Have:

- A shared commitment to Episcopal Relief & Development's mission and values
- A Bachelor's degree in human resources, business or related field and/or equivalent experience
- A minimum of four (4) years of Human Resources experience with at least two (2) years of payroll and benefits administration experience
- Hands-on experience with HRIS, HRMS, payroll and/or benefits management software
- Working knowledge and practical application of payroll/payroll processing, benefits administration, human resources principles, practices, procedures and federal, state and local employment laws and regulations
- Proficiency in Microsoft Office (especially Word, Excel, and PowerPoint), Adobe and Google G Suite
- Experience in the non-profit sector or international organizations is helpful

How to Apply:

Email cover letter and resume to careers@episcopalrelief.org with the subject line "Coordinator, Human Resources." For more information, visit our website at www.episcopalrelief.org.

* Competitive salary and generous benefits package offered.

** Episcopal Relief & Development is committed to creating a diverse environment and is proud to be an equal opportunity employer (EEO). All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, veteran status or any other legally protected status.*

Episcopal Relief & Development offers reasonable accommodations in the hiring and employment process for individuals with disabilities. If you need assistance in the application or hiring process to accommodate a disability, you may request accommodation at any time.