



Title: Human Resources Coordinator

Reports to: Executive Director

Job Location: Cleveland office

Benefits: Health, Dental, Vision and Retirement, Paid Time off, Holidays

Date Posted: 8/4/22

Overview of Kinnect

Kinnect is a private non-profit that was founded in 2005. Kinnect leverages its leadership expertise to design programs, products and services that transform the child welfare system. Kinnect leads innovation to reduce the time that children spend in the child welfare system and to prevent entry into the child welfare system. Kinnect achieves this by partnering with organizations to transform beliefs, values and actions to ensure permanent families for all children in the shortest time possible. We believe that childhood is a fundamental human right and that all children deserve permanent families. We believe that every day that a child is in foster care, separated from their kin and community is a day in crisis. We embrace hope, possibility and innovation and we treat everyone with dignity and respect.

Position Summary

This position is accountable for providing human resources support to the organization, including processes related to hiring, onboarding and orientation, training and development of team members, performance evaluation management, payroll, and benefits, employee communications and employment filing and recordkeeping. The Human Resources Coordinator works independently and interfaces with employees at all levels of the organization, as well as with external parties. Reporting to the Executive Director and/or Director of Operations, the HR Coordinator is part of a team that collaborates on many cross-functional activities, in order to provide seamless employee service.

Essential Functions:

- Timekeeping and Payroll administration for approximately (60) employees. Assist in maintaining accurate records and reports. Work with outsourced payroll provider to ensure timely and accurate payroll. Troubleshoot questions and problems.
- Benefit administration, including enrollment, handling employee questions, processing plan changes and terminations, as well as communicating with outside providers. The

Benefit Plans include health, dental, vision, short term disability, and an EAP program.
Compliance with regulatory requirements for COBRA and Affordable Care Act reporting.

- Support new hire recruiting, including job posting, applicant screening, reference checking and new hire processing.
- Administration of Unemployment and Worker's Compensation.
- Coordinate new hire orientation/onboarding.
- Respond to employee HR-related questions.
- Maintain HR-related records and files in compliance with regulatory requirements.
- Support employee recognition and special events.
- Assist with the preparation of reports for management team.
- Coordinate meetings, prepare presentation and materials.

Skills and Competencies:

- Confidentiality and discretion.
- Demonstrated critical thinking and problem-solving skills.
- Ability to work independently and proactively.
- Strong communications and organization skills.
- Enthusiastic team player.
- Professional demeanor.

Education/Qualification:

- 2 - 3 years of HR Coordinator experience, required.
- Payroll processing experience, required.
- Benefits administration experience, preferred.
- Experience with working with HR-related compliance matters.
- Computer skills. Proficiency in Office 365 Suite including Microsoft Word and Excel.
- High School diploma.
- Associate's Degree or some college, strongly preferred.

Working Conditions:

- Business casual office environment.
- Frequent use of computer and general office equipment at a workstation.
- Frequent interaction with people, both internal and external to the company.
- Periodic movement within the office area.
- Travel may be required for periodic training or special events.

Disclaimer: The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of employees assigned to this position.

All employment decisions at Kinnect are based on business needs, job requirements and individual qualifications, without regard to race, color, religion or belief, national, social or ethnic origin, sex (including pregnancy), age, size, physical, mental or sensory disability, HIV Status, sexual orientation, gender identity and/or expression, marital, civil union or domestic

partnership status, past or present military service, family medical history or genetic information, family or parental status, or any other status protected by the laws or regulations in the locations where we operate.

American's with Disabilities Act: This position involves sitting in a stationary position for at least 50% of the time and the ability to ambulate without assistance to attend on-site meetings, as needed. The job requires movement in a typical office environment with file cabinets, office machinery, office furniture and typical hallway and access doorways. The position must operate typical office equipment, such as copiers, telephones, computers and peripherals. This job requires that the person must have the ability to access transportation to attend meetings and special events. The organization provides reasonable accommodations for this position.