



Philadelphia Yearly Meeting *of the Religious Society of Friends*

Position Description

Human Resources Coordinator

Half Time (2.5 days per week)

Philadelphia Yearly Meeting of the Religious Society of Friends

Position Summary:

The Human Resources Coordinator oversees and administers the personnel-related business of Philadelphia Yearly Meeting including staff recruitment and retention, training, evaluation, discipline, professional support, compensation, and benefits. S/he serves as the PYM Ombudsperson to provide a safe environment for individual concerns to be discussed and provides counsel for management particularly in the area of policy and legal concerns.

Key Responsibilities:

1. Ensures that all positions have updated job descriptions and appropriate salary band determination. Recruits for open positions through internal posting, Quaker organizations and groups, PYM's website, external job posting sites, and other avenues. Assists with the hiring process by working with Search Committees, screening applicants, scheduling interviews, checking references, and providing human resource expertise. Provides timely communication to applicants. Schedules initial orientation and training for new staff members. Communicates new hire information to Payroll.
2. Promotes a work environment that supports and respects all staff members with active communications, annual management of the performance review and goal setting process, familiarity with staff and staff related issues, and direction/counsel/advice where appropriate and needed. Coordinates employee disciplinary action and separation where necessary.
3. Provides leadership in personnel policy development by recognizing and proposing improved policy initiatives, plans and designs to Personnel Services Group for consideration. Monitors, evaluates and proposes modifications in existing policies. Updates and produces Staff Personnel Manual in conjunction with the Personnel Services Group. Oversees compliance of PYM with local, state, and federal employment and labor laws.
4. Oversees HR record-keeping and data management
5. Manages health insurance and other employee benefits and enrollments. Analyzes costs, manages the provider interface, and evaluates benefit programs regularly. Interfaces with PYM's retirement programs including Friends Pension Plan and 403B Plans.
6. Serves as Staff Support for Personnel Services Group.
7. Other duties as assigned.

Accountability, Annual Review and Salary Range: This position reports to the General Secretary of Philadelphia Yearly Meeting who will conduct an annual review. This is a Band 4 position with no benefits. This half time position's (2.5 days per week) starting salary is \$30,000 (equivalent to \$33 per hour).

Note: All Philadelphia Yearly Meeting staff members and consultants work in a collaborative manner to support the concrete and spiritual goals of the Yearly Meeting as a whole. In that context all are expected to be flexible, collegial, and willing to accept a variety of assignments.

Qualifications:

1. Management experience in Human Resources and BA in a related field.
2. Familiarity with not-for-profit institutions preferred.
3. Knowledge of employment law, compensation practices, insurance practices and trends, pension legislation, data management systems.
4. Demonstrated leadership and managerial skills, with direct supervisory experience.
5. Excellent communications skills, including oral and written, as well as listening.
6. Demonstrated ability to exercise discretion, set and maintain standards for confidentiality, utilize sound judgment, use creativity in problem solving, apply policies with consistency, and make fair decisions.
7. Demonstrated ability to cope with pressure and manage stress.
8. Experience with committees and with a consultative process desirable.

Revised 10.15.13