

# BIGSISTERBOSTON

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## Human Resources Coordinator

Do you believe in the power of transformative relationships for girls? Are you ready to impact the Greater Boston community one girl at a time? If you answered yes, and the idea of being part of a collaborative, performance-driven, focused team excites you then join us! At Big Sister Association of Greater Boston, we have been helping girls reach their full potential through positive mentoring relationships with women since 1951. We are the largest mentoring organization in Greater Boston exclusively serving girls and an award-winning affiliate of Big Brothers Big Sisters of America.

Big Sister Boston is seeking a detail-oriented professional as our next Human Resource Coordinator. Working with the HRA team, this role will assist in an array of core HR functions such as hiring, onboarding, benefits, and office administration. This role is for those who take pride in being a people person, a proactive problem-solver and who understand how quality, back-office operations are essential in supporting a values-aligned community in advance of a nonprofit mission. We seek those who are eager to collaborate and learn with all departments within a vibrant nonprofit organization.

Big Sister is committed to hiring staff who reflect the diversity of the communities we serve. **Candidates of color, multilingual and multicultural candidates are strongly encouraged to apply.** If you are interested in working at a well-established, dynamic and supportive organization committed to serving girls, please apply.

### Responsibilities:

#### Hiring/Employee Relations

- Recruit and assist with hiring process for a diverse pool of qualified candidates for all open positions
- Assist with onboarding process including job orientation and benefits enrollment
- Collaborate with peers in onboarding training; manage new employee orientation, ensuring relevant content and full employee participation
- Manage benefits administration including enrollment, cancellation, and changes
- Assist with payroll administration duties

Commented [HZ1]: Assist in hiring, including developing job descriptions and job advertisements, and screening and interviewing diverse pool of qualified candidates.

#### Office Administration

- Ensure office environment is maintained and maintain office operations
- Manage incoming and outgoing mail
- Manage vendor relationships and account details
- Coordinate schedule for Office Volunteer Night(s) with Boston Cares



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- Conduct background checks
- Prepare and set up meeting rooms for organization-wide meetings and other meetings as needed (Zoom, room configuration, A/V, presentation materials)
- Submit facilities work orders when needed
- Reconcile monthly credit card statements and invoices

Commented [HZ2]: May want to add Leads the coordination of Zoom and Teams Visual Meetings and other logistical support to ensure business continuity in a remote work environment  
Or

## Technology Support

- Identify recurrent staff IT issues and recommend interventions
- Manage Tech Support inbox to address staff technology needs; submit work orders to IT vendor, ensure successful outcome
- Maintaining secure data and managing user subscriptions for our online platforms

## Qualifications:

- 2 years of experience in human resources or related field
- Associates or Bachelor's degree strongly preferred
- Prior experience working in a professional office setting
- Ability to anticipate and meet the needs of others
- Passion for and a proven track record of success in providing excellent, supportive customer service
- Sensitivity to and experience in working with culturally diverse populations
- Ability to adhere to strict confidentiality policies
- Excited about and effective in working autonomously and within a cross-functional team
- Excellent time management skills
- Ability to handle multiple, disparate tasks and prioritize
- Ability to clearly communicate verbally as well in writing, with most written communication done via email
- Demonstrated ability to handle confidential information
- Ability to troubleshoot basic technology issues
- Facility with Microsoft Word, Excel and Outlook programs
- Must be able to move office chairs and tables for meeting room set-ups.

Commented [HZ3]: Add  
Ability to adhere to strict confidentiality policies.

**Reports to:** Manager of Employee Relations

**Language Skills:** Written and oral fluency in English

**Start date:** Immediately

**Location:** At this time, this role will begin remotely. We are looking for someone who is excited and energized about starting a new position fully remote. When our office



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returns to in-person, this role will be located at our Big Sister Association Offices, 20  
Park Plaza, Boston, MA

**Compensation:** \$38,000 – \$42,000. Full-time, exempt position. Comprehensive  
benefits package including paid time off and health benefits.

**Please send cover letter and resume with subject line Human Resources**

**Coordinator:** [hr@bigsister.org](mailto:hr@bigsister.org) . Please attach your cover letter and resumé as a Word  
document or a PDF.

Big Sister Association of Greater Boston is an equal opportunity employer and does not  
discriminate on the basis of race, ethnicity, sexual orientation, nationality, ability, age,  
gender identity or gender expression or any other characteristic protected by federal,  
state or local laws.



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