



**Job Description**  
**Human Resources/Operations**  
**Coordinator**

URGE seeks an energetic and proactive person for a full-time position to support the Human Resource and Operation functions of the organization. Working closely with the Deputy Director, the Human Resource/Operations Coordinator will support the department by assisting with general administration regarding, employee benefits, payroll, legal compliance in multiple states, staff training and development, and other human resource issues. The position requires a high level of confidentiality and professionalism. The coordinator will also be required to assist with special projects.

Candidates must have knowledge of and commitment to reproductive health and rights and/or social justice issues, as well as some experience working in the not-for-profit sector. This position will report to the Deputy Director.

**Essential Duties and Responsibilities:**

- Maintain employee personnel files to ensure legal compliance.
- Prepare offer packets, benefits packets and other employee related information.
- Coordinate employee benefit eligibility, enrollments, terminations and payments.
- Coordinate new hire paperwork, new hire orientation meetings.
- Provide written and verbal employment verifications.
- Assist with the creation of HR manual, and updating operations handbook.
- Update job descriptions as needed.
- Write and place employment ads, as well as maintaining the applicant tracking database.
- Review, screen and maintain applications and resumes.
- Coordinate 90 day and annual performance appraisal processes.
- Assist with preparation of special staff events; year-end celebration, and organizational gatherings.
- Serving as back-up for payroll processing and operations coordination.
- Assist with additional projects as assigned.

**Qualifications:**

- Strong verbal and written communication skills as well as strong math skills.

- At least three years of human resource experience; preferably with knowledge of multiple state HR requirements.
- Knowledge of human resources processes and best practices.
- Ability to handle data with confidentiality.
- Excellent organizational and planning skills required.
- Ability to work well with diverse staff across organizational departments.
- Ability to juggle multiple tasks with attention to detail.
- Flexibility and adaptability to change.
- Ability to work within a team, take direction and feedback; ability to work independently.
- Willingness to identify, develop and take on new opportunities to further URGE's mission.
- High level of proficiency with Microsoft Excel, Word.
- A sense of humor.

**Salary: Commensurate with experience. Excellent benefits**

**Placement: Washington, DC**

**To Apply:** Applications accepted on a rolling basis. Incomplete applications will NOT be considered. Please send cover letter, resume, 1 page writing sample and the names and contact information of three references to Donna Roseborough at [droseborough@urge.org](mailto:droseborough@urge.org).

*URGE is an equal opportunity employer. People of color, lesbian, gay, bisexual, transgender people and those with disabilities are strongly encouraged to apply.*