

Role Description

**Job Title:** HR Coordinator **Status:** Exempt

**Reports to:** HR Manager **Job Code:**

**Drafted:** November 4, 2019 **Updated:** November 22, 2019

**Role Summary**

The Human Resources (HR) Coordinator will undertake a variety of HR administrative duties, facilitate daily HR functions like supporting the Talent Acquisition process and participate in planning and forecasting people needs of the organization. Will also perform tasks and support work that focuses on growing Dogwood Health Trust’s talent pipeline, improving our sourcing tactics and hiring the best talent. The HR Coordinate will contribute to the attainment of specific goals and results of the HR department and the organization.

**Core Accountabilities**

* Assist with all internal and external HR related inquiries or requests.
* Maintain both hard and digital copies of employees' records.
* Assist with the talent acquisition process by identifying candidates, reviewing applications/resumes, performing reference checks, etc.
* Coordinate new hire onboarding.
* Assist with performance management procedures.
* Schedule meetings, interviews, and HR events.
* Coordinate training sessions and seminars.
* Perform orientations and update records of new staff.
* Produce and submit reports on general HR activity.
* Work autonomously and efficiently to ensure the end-to-end running of HR projects and operations.
* Keep up-to-date with the latest HR trends and best practices.
* Help develop and support a best place to work strategy.
* Assist with benefit annual enrollment for staff.
* Support other assigned functions.

**Our Creed**

**Our Purpose:** To dramatically improve the health and well-being of all people and communities of Western North Carolina.

**Diversity, Equity and Inclusion:** Dogwood Health Trust's commitment to diversity, equity and inclusion is unwavering in our work to dramatically improve the health and well-being of all people and communities of Western North Carolina.

**Our Values:** We live into three key values which uphold our purpose and inform our strategies and decisions.

**Compassion with Courage:** We will be bold in pursuing our commitment to the people and communities of Western North Carolina by taking smart risks and investing in opportunities for profound impact.

**Sustainability with Integrity:** We will bring transparency and humility in stewarding resources to support and strengthen Western North Carolina for generations to come.

**Partnering with Purpose:** We will foster collective impact by promoting collaboration and advancing shared learning.

**Our Guiding Principles:** Our approach to this work is shaped by three guiding principles.

**Keep People and Communities First:** We honor the diversity of lived experiences across Western North Carolina by listening to understand before seeking to be understood.

**Pursue Strategic and Systemic Change:** We seek to catalyze transformative, multigenerational impact through data-informed and culturally competent decisions.

**Be Accountable Stewards of Dogwood’s Resources:**  We assume responsibility for making decisions that marshal the Trust’s resources for maximum positive impact.

**Skill Set and Experience**

**Required Education:** Associate’s Degree and or comparable experience in related field

**Preferred Education:** Bachelor’s Degree

**Required License:** None

**Required Experience:**.

**Preferred Experience:** Five years as an HR Coordinator or Recruiter.

**Qualifications:**

* Effective HR administration and people management skills.
* Full understanding of HR functions and best practices.
* Excellent written and verbal communication skills.
* Works well under pressure and meets tight deadlines.
* Familiar with using HR software and tools.
* Highly computer literate with capability in email, MS Office and related business and communication tools.
* Fantastic organizational and time management skills.
* Strong decision-making and problem-solving skills.
* Meticulous attention to detail.

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as a complete list of all responsibilities, duties, and skills required of staff classified in this role.

*Employee Signature Date*

*Supervisor Signature Date*