

# NATIONAL SCHOOL CHAPLAIN ASSOCIATION

## \*HR Coordinator

### Job Description

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NSCA is seeking a candidate whose primary role is to manage all aspects of recruiting, interviewing, support training, and onboarding of all new contractors and employees.

This is a full-time position hybrid position in which you will work part-time remotely as well as set office hours. The HR Coordinator will utilize efficient systems for virtual communication in most circumstances.

### Responsibilities

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- Manage workflows/processes/reports for the entire hiring process from recruiting, interview, support raising and training.
- Work with department leaders to determine hiring needs and creating job descriptions to fulfill those needs.
- Coordinate interviews, create interview files and forms and other duties related to hiring process.
- Process and administer background checks, contracts, and standard issued tax forms for contractors and employees.
- Create support raising packet including benefits. Ensure proper training is completed for incoming staff.
- Act as a point of contact for incoming staff regarding support raising goals and all donor reporting to ensure each employee is fully funded.
- Assist with payroll administration and employee life-cycle administration and support including end of year tax reports.
- Other duties may be directed by the NSCA leadership or Board of Directors

### Education and Experience

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- Associate' degree or higher or 2-5 years of previous work experience in HR or non-profit org(s)

### Qualifications

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- Effective communication skills, including public speaking. Bi-Lingual, is a plus.
- Excellent time management skills and can prioritize tasks.
- Ability to work independently as well as with groups.
- Exceptional attention to detail and record keeping.
- Ability to build relationships easily with candidates.
- Proficiency in Microsoft Office suite (Excel, PowerPoint, Word) & other platforms.
- Excellent communication skills, both written and verbal; and social.

\*This position is a **supported raised** role (not a direct-hire **job**), so the future employee must develop a team of partners who provide financially for his/her full salary and benefits. We provide training, resources, and coaching to help reach their financial support goals.