



Coordinator, Human Resources

Location: New York, NY (**temporarily remote*)

We believe in a world in which every human life is valued, and health and human dignity are shared by all. We believe that access to quality healthcare is a basic human right. For more than 100 years, we have worked with global partners to deliver locally sustainable, quality healthcare solutions to women, children and their communities. We're ready to make it 100 more.

We believe change starts with her.

We work tirelessly for women's and children's health because they are disproportionately affected by illness and poverty. We know that healthy, educated, and empowered women are better able to raise healthy, educated, and confident children, and that communities depend on their livelihoods.

We believe in people.

We strive to live out our core values of [collaboration](#), [love](#), [excellence](#) and [respect](#) every day. We provide our employees with a competitive salary and a meaningful benefits package, with opportunities to learn and grow. We especially encourage all persons of diverse backgrounds to apply.

Overview

The purpose of the Human Resources department is to support CMMB leadership in the building of organizational capability and effectiveness through the development and delivery of the most appropriate Human Resources strategies, practices and systems for the global organization and its people. The Coordinator, Human Resources is responsible for providing HR support for CMMB's NY Headquarters and Country Offices in the areas of recruitment, benefit administration, compliance, performance management, talent management, learning and development, employee engagement and culture, and organization wide HR communication and information sharing. The Human Resources Coordinator works closely with the Senior Specialist of Human Resources to develop, implement, and monitor HR and Benefit related processes, procedures, and transactions for CMMB.

Key Responsibilities

Compensation and Benefits

- Work with the benefits broker for any midyear change requests and benefits issues
- Assist with updating notices for open enrollment and retirement funds annually
- Track timesheets on overtime and time off utilization.
- Reconcile payroll records and benefit premium deductions annually following open enrollment.

Talent Management

- Assist in offboarding (paperwork, terminating benefits on a timely fashion, etc)
- Prepare online applications, job postings and post on various job boards
- Assist in screenings, reference checks, background checks, scheduling interviews, and onboarding materials.

Recognition and Engagement

- Along with the activities committee, develop and implement HR initiatives across the organization, including orientation, e-learning, employee rewards, and recognition and engagement programs.
- Develop awareness, understanding and engagement of employees, volunteers, interns, and the board



- Create wellness newsletters and challenges to encourage employee wellness.

Performance Management

- Assist in managing the overall performance management process, including the redesign of the existing initial 90-day and annual employee reviews.
- Assist in the design of employee and supervisory training.
- Review records for completeness, accuracy and follow up with managers, as needed.

Compliance

- Ensure compliance with regulatory requirements, including State and Federal labor laws
- Support the organization's Affirmative Action Program to include conducting quarterly audits; preparing reports (applicant tracking, promotions, transfers, separations, and compensation); recommending procedural changes as appropriate; and conducting annual compliance training for staff.
- Conduct periodic audits of HR records in accordance with compliance regulations and industry best practices.

HR Operations

- Respond to HR-related inquiries and advise employees on HR policies, procedures, and services.
- Provide recommendations for enhancements to current policies and procedures, HR communications and correspondence, and forms/templates.
- Assist with HR budget preparations, modifications, and tracking.
- Customize HRIS reports, input employee actions into database, and manage special HRIS projects.
- Complete voluntary turnover reports on a quarterly basis.
- Track all contracts and initiate renewal processes.
- Assist in the intranet and HR dashboard development.
- Setup, administer, and analyze pulse surveys as needed.
- Note: These essential functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job-related duties as required.

Qualifications & Requirements

- Bachelor's degree or 2-3 years of related HR experience required.
- Excellent written and verbal skills required.
- Experience working in an international development organization preferred.
- Knowledge of relevant software, including Microsoft Office Suite; ADP Workforce experience preferred.
- High degree of judgment and discretion, adaptability, strong problem-solving skills, independence with initiative to manage high volume workflow.
- Demonstrated ability to perform detail-oriented work with a high level of accuracy.
- Fluency in English, written and oral.
- Must be comfortable working for a faith-based organization.
- Must be vaccinated against COVID-19.
- Must be authorized to work in the United States.



Behavioral Competencies

Demonstrate CMMB's core values in action

- *Collaboration*: To work in partnership for locally sustainable solutions
- *Love*: To embrace and be compassionate towards all people
- *Excellence*: To deliver sustainable, quality, and impactful results
- *Respect*: To act always with integrity, and to value and honor the dignity of all

How to apply

Visit our [careers page](#) for more information and contact ExecuSearch to apply:

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