



## Human Resource Coordinator

*Mile High Youth Corps helps youth make a difference in themselves and in their communities through meaningful service opportunities and educational experiences.*

**Position Overview:** The Human Resource Coordinator (part-time) is an exciting new position at Mile High Youth Corps (MHYC). This new staff member will be critical in helping support our growth to serve more young adult participants in the coming year. The best fit will be someone who closely aligns with MHYC's values of building community, inclusivity, integrity, striving for excellence, and empowerment. This staff member will collaborate with a seasoned team to provide human resource support across the organization. The primary areas of responsibility include benefit management, assisting the staff hiring process, and overseeing HR-related reporting and tracking.

**Reports to:** Senior Manager: Compliance & Data

### ***Areas of Responsibility***

#### **Human Resources:**

- Develop and review staff position description and offer letter templates
- Coordinate benefit enrollment and presentations for new staff
- Ensure compliance with state and federal employment laws, including Equal Employment Opportunity, FMLA and ADA compliance, and supports the development and implementation of organizational human resources' practices and policies
- Maintain the integrity and confidentiality of human resource files and records
- Respond to unemployment claims in a timely manner
- Serve as a resource to support grievance procedures in conjunction with the Senior Manager: Compliance & Data, Senior Deputy Director and CEO

#### **Administrative Oversight:**

- Monitor and submit 403b and the Affordable Care Act reporting requirements
- Oversee COVID19 related tracking for all employees
- Performs periodic audits of HR files and records to ensure compliance
- Work collaboratively with the HR team to support background check processes
- Other duties as assigned

***Mile High Youth Corps is committed to hiring candidates with unique backgrounds and perspectives. If you are interested in this position but are concerned that you do not meet all of the requirements or possess all of the necessary skills, or that prior convictions or your background might disqualify you, we encourage you to submit an application anyway.***

### ***Qualifications***

**Education:** HR-related Bachelor's degree or equivalent human resource experience/certifications



**Experience:** One-two years of human resource experience minimum, preferably in a non-profit setting, is required for the position. Experience working with a diverse group of people in a team atmosphere.

**Requirements:**

- Belief in and strong support of Mile High Youth Corps' mission, vision and values
- Excellent organizational skills and attention to detail
- Excellent interpersonal skills with the ability to manage sensitive and confidential situations with tact, professionalism, and empathy
- Commitment to diversity, equity and inclusion practices
- Ability to legally work in the United States, which will be verified through the federal E-verify system
- Pre-service background check required. May be subject to FBI Background Check, which includes fingerprinting
- MHYC has a COVID-19 vaccination requirement. Individuals must submit proof of full vaccination, partial vaccination, or submit their medical or religious COVID-19 vaccination exemption request by their first day. If only partial vaccination is submitted, proof of the second shot needs to meet the recommended time interval of the vaccine administered.

**Hours & Compensation**

This is a 25 hours a week, part-time position. The hourly pay rate for this position is \$22/hour. It is a flexible work schedule regarding days and hours worked per day with a mixture of remote and approximately 10-12 hours in the office. Eligible for pro-rated PTO accrual and 403b participation.

**To Apply:**

**Send Resume and Cover Letter to:**

Email: [staffjobs@mhyc.net](mailto:staffjobs@mhyc.net) (include **Human Resource Coordinator** in subject line)

No Telephone Inquiries Please

*Mile High Youth Corps is committed to diversity in principle and practice, both in the community at large and within the organization. We are, therefore, committed to having our internal operations and employment practices administered on a non-discriminating basis inclusive of, but not limited to, race, religion, color, socio-economic status, gender, age, sexual orientation, military or veteran status, physical or mental disability, marital status, or national origin. Every effort shall be made to grant reasonable accommodation for qualified people with disabilities to participate in this AmeriCorps program.*

**More information can be found at [www.milehighyouthcorps.org](http://www.milehighyouthcorps.org)**