



Human Resource Coordinator – Cleveland

Position Title: Human Resource Coordinator
Location: Cleveland
Position Status: Full-Time Salaried (40 hours) \$45K-\$60K
Reports To: Chief Operating Officer

Overview:

Cornerstone of Hope, Ohio's leading provider of bereavement services, is seeking a human resource coordinator to run daily functions of human resources for three locations in Ohio including recruiting and hiring staff, administering payroll, benefits, and leave, and enforcing company policies and practices, and ensuring compliance with OHMHAS certification requirements.

Required Skills/Abilities:

- Bachelor's degree in Human Resources or a related field required.
- At least two years of human resource experience preferred.
- Strong verbal and written communication skills.
- Excellent interpersonal, negotiation, and conflict-resolution skills.
- Excellent organizational skills and attention to detail.
- Strong time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Ability to prioritize tasks and to delegate them when appropriate.
- Ability to act with integrity, professionalism, and confidentiality.
- Thorough knowledge of employment-related laws and regulations.
- Occasional travel to Columbus and Lima locations

Job Responsibilities:

Manage the recruitment/hiring process (50%)

- Determine recruitment needs based on organizational growth, turnover, and new projects.
- Define the job role, responsibilities, and qualifications required for the position. Collaborates with departmental managers to understand skills and competencies required for openings.
- Create a detailed job description that includes essential functions, qualifications, and any other relevant information.
- Identify potential sources for candidates, including job boards, social media, employee referrals, networking events, and recruitment agencies.
- Recruit, interview, and facilitate the hiring of qualified job applicants for open positions.
- Extend formal job offers with all relevant information.
- Initiate the onboarding process, which includes paperwork, facilitation of orientation and training, and integration into the team.

Manage the Payroll Process (20%)

- **Bi-weekly payroll processing duties**
 - Oversee payroll submittals, including processing, approving, and handling expense reimbursements.
 - Submit approved timesheets and supporting information to the payroll service.
 - Handle all matters related to payroll processing internally from staff and externally with the payroll processor.
- **Payroll maintenance processing duties:**
 - Update timesheets and payroll reporting documentation.
 - Orient payroll process with incoming newly hired staff.
 - Manage and maintain payroll as well as employee and salary databases.
- **Payroll reconciliation processing duties:**
 - Reconcile payroll records.

- Update QuickBooks to reflect payroll, retirement plan deferrals/employer matches, and employee-related expenses.
- **Year-end payroll close-out duties:**
 - Issue 1099s, prepare year-end closing records, and set up for the new payroll year.

Maintain and update records of personnel-related data (15%)

- Complete background searches, fingerprinting, e-mail addresses, personal information, leaves, turnover, etc. and maintain accurate and up-to-date employee personnel records and files to ensure legal and OHMHAS certification compliance.
- Collect, organize, and maintain accurate and up-to-date all employee information, including training/continuing education, licensure, and other employee-related records.
- Review and update policies and practices to maintain compliance.
- Maintain knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law.
- Maintain secure records for the required duration and securely dispose of records when they are no longer needed.

Manage Group Benefits (10%)

- Direct and manage all aspects of the day-to-day operations and communication with staff for all group benefits programs.

Oversee the performance management process (5%)

- Assist in ad-hoc HR projects, like collection of employee feedback.
- Administer and execute human resource programs including but not limited to: new hire probationary period performance reviews; annual performance reviews and quarterly conversations in connection with the Entrepreneurial Operating System (EOS) process; disciplinary matters; disputes and investigations; performance and talent management; productivity, recognition, and morale; occupational health and safety; and training and development.

Other:

- Implement the HR Module of the KRONOS time and payroll system.
- All-Hands-on-Deck/Lend-Me-a-Hand:
 - Attend occasional, but required, events in the evening or on weekends, including but not limited to the annual COH Gala, annual volunteer appreciation dinner, Christmas Candle Lighting Memorial Ceremony, and other critical programs that will be identified and scheduled in advance as set forth in the PTO Policy.
- Perform other duties as assigned, requested, or deemed necessary by management.

This job description demonstrates the general nature and type of work performed by an employee in this position. It is not designed to include or be interpreted as an exhaustive list of all duties, responsibilities, or qualifications required of employees assigned to this job. Employees will be required and expected to complete additional job duties as assigned.

To be considered candidates must:

- Submit a resume.
- Submit a cover letter.

Cover letter should provide insight to your experience and interests and how you demonstrate Cornerstone of Hope's core values of faith, compassion, commitment, and passion.

Please submit your resume and cover letter to Amber Wiesner at amber@cornerstoneofhope.org

Cornerstone of Hope is Ohio's leading provider of bereavement services and seeks candidates who feel called to work in a Christian, non-profit organization that serves children, adolescents, and adults who seek grief support after the death of a loved one. Our vision is to create a world where no grieving person journeys alone! Cornerstone of Hope is based on the core values of Faith, Compassion, Commitment, and Passion.

Cornerstone of Hope is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment and will not be discriminated against based on race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status, disability, age, pregnancy, genetic information, creed, citizenship status, marital status or any other consideration prohibited by law.