



Open Arms of Minnesota Job Description: Human Resources Coordinator

Open Arms of Minnesota (OAM) is a nonprofit that prepares and delivers healthy, nutritious food to people living with life-threatening illnesses. Our mission is to nourish body, mind, and soul. In our state-of-the-art kitchen, OAM staff members and more than 6,600 volunteers create meals specifically designed for our clients' nutritional needs. We use fresh and, whenever possible, organic ingredients, including produce from our own Open Farms gardens. Volunteers deliver the meals throughout the Twin Cities metro area to approximately 3,00 clients, caregivers, and dependents annually, providing nourishment and hope for families dealing with life-threatening illnesses. There are no fees for any of Open Arms' services. Open Arms is a volunteer-driven organization and is culturally unique in our high commitment to an excellent volunteer experience.

To learn more, visit www.openarmsmn.org

Open Date: October 18th, 2021

Closing Date: Until filled

Position Overview:

This full-time salaried position contributes to the fulfillment of Open Arms' mission by providing support to the key functions of Human Resources Department such as hiring, orientation and employee relations. Under the supervision of the Senior Director of Human Resources, this role will coordinate HR projects and processes for the Organization. This position will work behind the scenes to create better systems and processes that will enhance the candidate and employee experience. As with all OAM staff positions, this position is responsible for helping ensure volunteers and interns have an exemplary experience during all interactions with Open Arms and is expected to consistently maintain a high level of customer service to all guests, clients and fellow team members.

Primary Job Responsibilities:

- Be knowledgeable of HR process and/or procedures to be able to assist with employee inquires.

- In collaboration with the Senior Director of Human Resources, coordinate the recruitment process including job postings for open positions, interview coordination and communication for the overall candidate experience.
- Assist in the hiring process of employees, including drafting and sending job offers, and completing the background verification process.
- Assist with new-hire procedures, including organizing employee orientation, creating new employee files, administering employee handbooks, and ensuring all necessary paperwork is properly filled out.
- Assist in the employee benefits enrollment process.
- Answering employee requests and questions.
- Assist maintaining electronic and physical employee files to ensure accuracy and compliance.
- Creates and maintains physical and electronic files as required.
- Execute all employee termination procedures.
- As directed, manages all-staff calendars, committees, staff member recognition and appreciation events, service anniversaries and birthdays.
- Helps to manage the calendar of the Senior Director of Human Resources.
- Coordinates projects, write letters and reports as directed by Senior Director of Human Resources.
- Complete employment verifications.
- Assist with the reporting of worker compensation claims.
- Assist with HR Department communications and employee messages.
- Assist with employee recognition and appreciation efforts/events.
- Serve as back-up for biweekly payroll processing if needed.
- In collaborations with the Senior Director of HR, expand the capabilities and features of HR systems.
- Support with special HR projects and other administrative/clerical duties as needed by Senior Director of Human Resources.
- Help ensure Open Arms provides an outstanding experience for all volunteers by regularly seeking out meaningful and positive interactions with them and maintaining a positive, friendly, and helpful attitude at all times.
- Other related duties as assigned.

Requirements:

- 2+ years of relevant HR experience.
- 2+ years of administrative and coordination experience.
- Valid drivers' license.
- Understanding and observing discretion/confidentiality requirements.
- Strong customer service skills with internal and external stakeholders.
- Great organizational skills and ability to adapt quickly to the changing needs of the organization.
- Able to keep calm in demanding, busy situations.

- Ability to work with flexibility, efficiency, and enthusiasm, both individually and as part of a team in a fast-paced, high-demand environment.
- Ability to contribute to a positive team environment.
- Strong problem-solving skills.
- Strong ability to multi-task and work in a fast-paced, high-pressure setting.
- Extremely detail-oriented, well-developed organizational skills and ability to handle multiple projects at the same time.
- Strong administrative and computer skills.
- Proficiency in standard office software programs (Office, PowerPoint, etc.).
- Ability and flexibility to work in two different sites.
- Ability to adhere to attendance and punctuality requirements.
- Ability and flexibility to work during hours of operations, including evenings and weekends.
- Sensitive and commitment to diversity and able to work respectfully with wide array of co-workers and members of the community.
- A passion for the mission and values of Open Arms.

Physical Requirements:

- Ability to communicate verbally and in writing in English.
- Able to operate standard office equipment (such as telephone, computer, printer and copy machine).
- Able to sit for long periods of time.
- Ability to talk and hear, and to communicate verbally and in writing in English.
- Ability to review and reply to documents and information on computer screen as well as to use a computer and variety of software programs.

Reports To: Senior Director of Human Resources

Location: Minneapolis, MN 55404

Compensation Range: \$45,000 - \$50,000 salary

Location: Minneapolis, MN 55408

Hours: Full Time

To Apply:

Please send resume and cover letter detailing pertinent experience to:

OAM HR

- Email: jobs@openarmsmn.org
- Fax: 612.872.0866

- Mail: 2500 Bloomington Avenue S, Minneapolis MN 55404
- NO CALLS PLEASE

Benefits:

This position is eligible for an excellent comprehensive benefits package that includes medical/life/ STD/LTD insurance, and personal time off (PTO), retirement plan with employer match program. Employee-paid dental plan is also available.

Open Arms of Minnesota is committed to hiring and fostering a diverse and inclusive workforce that leverages the skills and talents of all employees in our organization, regardless of race, gender, national origin, age, religion, sexual orientation, gender identity, familial status, disability, or socioeconomic status. We encourage diverse candidates to apply for this position.

Equal Opportunity Employer