



**HUMAN RESOURCES COORDINATOR  
REPORTS TO: DIRECTOR OF FINANCE AND OPERATIONS**

**The Organization: Urgent Action Fund for Women's Human Rights**

Centered on a groundbreaking model of rapid response grantmaking, Urgent Action Fund for Women's Human Rights (UAF) supports the urgent needs of courageous women, trans and gender non-binary human rights defenders around the world in times of crisis or opportunity. Our model protects and advances the civil, political and social rights of women and LGBTQI people, and invests in the resilience of social justice movements, including environmental, feminist, indigenous, land rights, youth, and LGBTQI movements. Founded in 1997, UAF is a member of a network of four independent "Sister Funds" that collectively support frontline women's rights activists around the world. UAF's work within this network centers on support for feminist activists and social movements in the Middle East, the Caucasus, Europe and Central Asia, United States and Canada.

**The Position: Human Resources Coordinator**

The Human Resources Coordinator is responsible for performing a variety of administrative HR responsibilities and general HR functions. The position will also provide general administrative support, recruitment, onboarding, and employee relations, in addition to promoting UAF culture as part of the Organizational Development Working Group (ODWG). The HR Coordinator will be a highly resourceful team-player, who is comfortable working in a fast-paced environment, sometimes under pressure, while remaining flexible, proactive, and efficient.

An ideal candidate will fulfill the following responsibilities and qualifications:

**CORE RESPONSIBILITIES**

- **Support and Inform** – Director of Finance and Operations, HR Officer and senior leadership in educating employees on and enforcing UAF policies, respond to internal and external HR-related inquiries and providing professional assistance and customer service.
- **Support Recruitment** - Assist in the recruitment process which will include job posting on various job boards, gathering appropriate paperwork and approvals; collating resumes and cover letters, scheduling and assisting with candidate interviews and verifying references as needed and managing employment mailbox.
- **Lead HR Onboarding Processes** – Ensure employee on-boarding processes are adhered to. Coordinate new-hire process, including organizing employee orientation, creating new employee files, administering employee handbooks, and ensuring all necessary paperwork is properly filled out and submitted to appropriate persons for

signature or review. Assist new hires in establishing a rapport of valuable relationships within the organization. Acquaint new hire to UAF culture, and everyday workflow. Send welcome tools to the new hire.

- **Lead HR Offboarding Processes** - the execution of all employee offboarding and termination procedures, including advising employees on their rights and any benefits they are entitled to.
- **Maintain Human Resources Records** - Organize, maintain and update employee HR information and ensure all employee records are filed correctly and kept confidential. Provide administrative support, including database maintenance, record keeping and filing.
- **Support Compliance** – Support compliance with federal, state, and local employment laws and regulations, and recommend best practices; review policies and practices to maintain compliance
- **Support Organizational Culture** – Help foster positive employee relations, work to solve any employee issues that surface and serve as team representative in UAF's Organizational Development Working Group. Device ways to keep employees in touch with each other.
- **Support Payroll Processing** – Serve as payroll backup to HR Officer, ensuring accurate processing. Work with Finance team members on any invoice and/or payroll discrepancies and questions.
- **Support** Any other projects as assigned by Director of Finance and Operations

## QUALIFICATIONS/REQUIREMENTS

### ***Areas of Expertise***

- 1-3 years of proven experience in human resources or an HR-adjacent role
- Must have working knowledge of state and federal laws, and general compliance regulations, along with practical application.
- Excels at customer service; serves all employees and vendors with utmost respect and responsiveness in order to provide the best possible human resources service and experience.

### ***Skills***

- Clear Communication - compelling written and oral explanation of information with minimal errors
- Training and Facilitation - ability to train relevant UAF staff on human resources processes and technology to the degree their functions require; maintain and update electronic manuals
- Data Management- ability to maintain security and confidentiality of information, documents and files.

- System Administration - experience working with payroll & HRIS programs such as ADP, Paychex, Paycom, etc. Proficiency with Microsoft Office Suite

### **Work Expectations**

- Comfort working across teams and the ability to handle multiple assignments, prioritize work, operate within timelines, pressure and work with high-level detail.

### **COMPENSATION**

This position is full time (32 hours per week as UAF has a 4-day workweek) and is exempt. This position is remote, with a preference for candidates who can work on ET time and could relocate to New York should in person work resume.

UAF is committed to paying competitive wages and upholding sustainable equity practices. Due to the ways in which salary negotiations perpetuate existing structural inequities, UAF as a practice does not participate in a salary negotiation process for any candidate. We will make our best offer, and it will be the same regardless of the candidate. The annual starting salary for the role is \$73,591 and includes a strong benefits package (health, dental, retirement, flex spending for medical and transit, HRA, holistic wellness benefits, communication reimbursement, and competitive PTO package).

### **How to Apply**

Please email a cover letter, resume and list of three references (candidates will be notified in advance of any outreach to their references) to [employment@urgentactionfund.org](mailto:employment@urgentactionfund.org), with "Human Resources Coordinator" in the subject line. This position will be open until filled and we encourage candidates to submit their materials as soon as possible. Please submit PDF or Microsoft Word files only, preferably with all materials in one combined file. Resume reviews begin immediately and only applicants selected for an interview will be contacted. No phone calls please.

*Urgent Action Fund is an equal opportunity employer that does not discriminate on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service or other non-merit factors. In order to build the strongest possible workforce, UAF actively seeks a diverse applicant pool. No relocation costs will be covered for this position. Applicants must be eligible to work in the United States.*