Bilingual Human Resources Coordinator

About God’s Love We Deliver

For people living with severe illness in the New York City metropolitan area, God’s Love We Deliver provides nutrition therapy, and cooks and home delivers medically tailored meals. We are a non-sectarian organization. All of our services are provided free to clients and full of love.

God’s Love We Deliver requires all employees to be fully vaccinated against COVID-19 unless they are eligible for an accommodation based on a medical condition or sincerely-held religious belief.

About the Role

The Bilingual Human Resources Coordinator supports the HR Team in all areas of HR including onboarding, data entry and analysis, training and development, benefits, HR reporting, employee engagement; and Diversity, Equity, Inclusion, and Belonging. The Bilingual HR Coordinator maintains the utmost level of discretion and confidentiality in performing their work. As a member of the HR team, the Bilingual HR Coordinator supports and helps maintain an equitable and inclusive culture within the organization.

God’s Love We Deliver offers a competitive compensation package which includes:

- **Benefits:** Excellent Health, Dental, and Vision insurance at low cost to employees. Option to enroll in pre-tax Commuter Transit, Flexible Spending Account, and Health Savings Account.
- **Retirement Savings Plan:** 403B with up to a 2% match each pay period
- **Paid Time Off including**
  - 15 Days of annual Paid Vacation Time Off in first year of employment, increasing with length of service
  - 12 days of annual Paid Sick Time
  - 10 paid holidays
- **Monday through Friday; overtime is sometimes required.**
- **A rewarding work environment:** Supporting our operations providing nutritious meals to New Yorkers living with severe illness.
- **A collaborative work environment:** Everyone works together to contribute their talents and their ideas.
- **A fun work environment:** Periodic staff lunches and Happy Hours; an annual staff retreat to focus on team learning and team-building; a fun Holiday Party to celebrate our staff
- **An inclusive work environment:** Celebrating diversity, equity and accessibility, valuing the unique perspectives and life experiences that all employees bring to work.
- **This is a hybrid position allowing for some remote work and requiring regular in-office workdays.**
- **This is a Full-Time non-exempt position, paying $25.00 hourly.**

Essential Duties and Responsibilities

**Onboarding:**

- Ensure all new hire paperwork is completed in a timely fashion. Maintain I-9 and other new hire paperwork as appropriate and in compliance with legal requirements.
- Assemble and update New Hire packets.
- Coordinate employee onboarding with relevant departments.
- Schedule New Hire Orientation and update presentation materials as required.

**HR Operations:**
• Enter timely and ensure accuracy of new hire and termination records into HRIS/payroll system
• Update and maintain employee records in HRIS system.
• Produce reports as needed from the HRIS/payroll system.
• Maintain employee files, employee directory, and organizational chart.
• Support HR team in providing documentation during 403(b) and other audits.
• Timely and accurately enter invoices into our accounting system.

**Benefits Management:**

• Support HR Manager in coordinating open enrollment process and ensuring accurate enrollment changes are made timely and accurately.
• Support HR Partner in the Worker’s Compensation, FMLA, and STD processes, following up to ensure required paperwork is received and filed accurately and timely injury reports.
• Coordinate and process employee benefits changes in HRIS system.
• Create and maintain up to date benefits information packets for new hires.

**Employee Engagement:**

• Assist in planning and facilitating staff engagement activities including the annual Holiday Party and annual Staff Retreat
• Schedule and maintain records of employee training participation

**About You:**

You are highly self-motivated and empathetic, driven by a strong work ethic and deep integrity. You are passionate about playing a role in the creation and maintenance of an equitable and inclusive work environment. You are looking for a team-oriented culture where you can support a busy HR department and obtain professional development opportunities.

In addition, you meet the following requirements:

• A Bachelor’s Degree
• One to three years of HR work experience OR a Bachelor’s Degree in Human Resources or related field.
• Demonstrated proficiency in using MS Office Suite (Word, Excel, Outlook, PowerPoint)
• Ability to maintain the highest degree of confidentiality and discretion, and handle all matters with integrity and empathy
• Meticulous attention to detail
• Capable of prioritizing multiple demands and exercising strong time management skills, working with a sense of urgency without sacrificing quality
• Strong interpersonal skills with a passion for building relationships, working collaboratively and positively impacting team culture
• Bilingual (written and spoken communication) in English/Spanish.
• Working knowledge of HRIS systems; knowledge of ADP Workforce Now a plus
• Working knowledge of accounting systems preferred

**Interested in Applying for this Role?**