Job Title: Coordinator, Human Resources
Reports To: Director, Human Resources
FLSA Status: Exempt
Department: Chief of Staff Team
Location: Anywhere in U.S.

About SHPE
SHPE (Society of Hispanic Professional Engineers) is a nonprofit organization serving and advancing Hispanics in STEM. With more than 19,000 student and professional members, SHPE’s mission is to change lives by empowering the Hispanic community to realize its fullest potential and to impact the world through STEM awareness, access, support, and development. To accomplish this, SHPE provides a variety of programming, services, resources, and events, including hosting the largest Hispanic STEM convention in the nation. For more information, visit http://shpe.org.

Mission
SHPE changes lives by empowering the Hispanic community to realize its fullest potential and to impact the world through STEM awareness, access, support, and development.

Vision
SHPE’s vision is a world where Hispanics are highly valued and influential as the leading innovators, scientists, mathematicians, and engineers.

Job Description
The Human Resource Coordinator is an integral part of the SHPE team and provides project, organizational, administrative, and reporting support to the Human Resources Department and SHPE employees ensuring high service levels and projects are executed effectively and efficiently. This position administers and drives SHPE’s internal employee newsletter and employee recognition programs. The Human Resource Coordinator supports the SHPE human resource office ensuring that the organization is operating in accordance SHPE policies and the programs assigned are run effectively, efficiently, marketed and communicated to all employees. This role creates and provides reports showing program/project progress successes & failures.

Duties and Responsibilities
• Oversees and administers SHPE employee engagement programs e.g. recognition programs and internal newsletter. Ensures programs/processes are creative, up-to-date and relevant.
• Drives, markets and creates content for the newsletter and recognition programs.
• Collects, compiles and reports the metrics and data from program participation. Solicits feedback from employees to ensure programs remain relevant and on point.
• Prepares reports of data results, presenting and explaining findings as required.
• Identifies and recommends reasonable short and long-term goals, milestones, and benchmarks for key performance metrics.
• Based on metrics and analysis, makes recommendations for changes to the programs. Reviews vendors, software programs current and potentials to ensure we have a positive employee experience.
• Facilitates implementation of any training that may be required to use the tools required to participate.
• Ensures compliance with data privacy regulations and best practices.
• Performs customer service functions by answering employee requests and questions.
• Ensures appropriate information about the programs is updated in new employee orientation programs.
• Performs other relevant and related duties as required or assigned.

Desired Skills and Experience
• Understanding of SHPE’s mission and vision
• Strong interpersonal communication skills (written and verbal)
• Strong creative skills
• Planning and organizational skills
• Project management skills and the ability to multi-task
• Data analytic reporting skills
• Dependable and able to work with minimal supervision
• Ability to partner and build relationships with employees
• Practice utmost professionalism in a multicultural setting
• Ability to work collaboratively and independently
• Strong skills in MS Office including Excel, PowerPoint, Word, TEAMS, SharePoint), Canva software.
• Understanding of membership and non-profit associations
• Experience with cloud based Human Resources systems
• Problem-solving, analytical, and evaluative skills
• Ability to prioritize tasks, contribute to a healthy, productive work environment, and follow through on duties as assigned

Job Qualifications
• Bachelor’s degree in human resources or related field and/or equivalent experience preferred
• Experience in human resource function(s) and an understanding of dealing with confidential information.
Job Experience required (not sure if we are following an INDEED format here…I would combine this with the “Desired Skills & Experience” above):

- At least 1-3 years of Human Resources experience
- Ability to write & interpret reports, business correspondence, and prepare compelling PowerPoint presentations
- Must possess a degree of skill in logistics to properly plan the details and anticipate potential problems that may arise
- Ability to work cohesively with a team

Work Environment (we are 100% virtual, do we need this?):

- Moderate noise level
- Demonstrated ability to work both independently and collaboratively
- Ability to meet deadlines
- 5% travel

Physical Demands (do we need this?):

- Ability to stand $\frac{1}{3}$ of the time
- Ability to lift 10lbs or less $\frac{1}{3}$ of the time
- Ability to walk $\frac{1}{2}$ of the time
- Ability to sit more than $\frac{2}{3}$ of the time
- Ability to talk & hear $\frac{2}{3}$ of the time

Demonstrated Competencies:

- Passion for and responsibility to the department
- Innovation, creativity and initiative
- Collaboration and communications
- Customer Service
- Willingness to learn and respond to feedback

COMPENSATION AND BENEFITS

- This is a part-time (20 hour/per week) position, hourly rate $27.00, annual part time rate is $28,000 (based on 20 hours/week).
- The position does not qualify for health/medical benefits.

SUBMISSION REQUIREMENTS

Interested candidates should submit the following items electronically to HR@shpe.org

- Resume
- Cover letter (with the subject Coordinator, Human Resources)
• 3 professional references
• Salary requirements

EEO STATEMENT
It is the policy of SHPE not to discriminate against any individual employee, group of employees or prospective employee for reasons of race, color, religion, creed, gender, gender identity, gender expression, national origin, sex, pregnancy or related medical conditions, age, marital status, ancestry, sexual orientation, physical or mental or sensory disability, genetic information, military status or any other consideration protected by applicable federal, state or local laws. SHPE is committed to providing equal opportunities in all employment-related activities including, but not limited to: recruiting, hiring, advancement, compensation, training, benefits, transfers, and terms of employment. SHPE promotes equal opportunities for all employees and applicants for employment. Further, SHPE will fully comply with all applicable equal employment federal, state and local laws and regulations.