

CAREER OPPORTUNITY

Title: Human Resources Assistant and Volunteer Coordinator

Hours: Full-time (37.5 hours, non-exempt position)



Brief Description:

This position assists the Human Resource Department and HR Manager in supporting 105+ employees and 200+ volunteers throughout the Agency with responsibilities of volunteer coordination and placement, processing payroll, participates as a member of the Social committee, and maintains compliance with all relevant and applicable laws, regulations, policies, and procedures.

KEY RESPONSIBILITY AREA MAIN DUTIES (Not all inclusive)

I. Key Responsibility Area: Assist with Human Resource Functions

1. Conduct orientations for all new employees
2. Assist with payroll processes
3. Participation in Social Committee
4. Posting of open positions through internal process and online job boards
5. Communication with all potential new hires throughout hiring process
6. Assist with benefits reconciliation as needed
7. Conducting phone screens with potential candidates
8. Assist with investigations of claims of harassment in a confidential and timely manner per policy
9. Assist with collecting and filing of annual compliance documents such as driver's licenses, auto insurance, beneficiary information, and tax information
10. Communicate job openings for website (employee and volunteer openings) to Development

II. Key Responsibility Area: Volunteer and Internship Coordination

1. Review volunteer and internship applications
2. Communicate with volunteers for role placement
3. Conducting orientation for all volunteers and interns
4. Providing necessary information for completion of SafeParish and other necessary forms as required by program prior to starting with agency
5. Communication with managers throughout onboarding process
6. Advertise open volunteer opportunities through online job postings and job fairs as needed
7. Assist with maintaining compliance documentation as needed per department

III. Key Responsibility Area: Maintain Agency Databases and Files

1. Update, maintain and log information into Volgistics Volunteer database
2. Update, maintain and log information into SafeParish
3. Update, maintain and log information into HRIS System for employee information (experience with Paylocity a plus)
4. Update, maintain and log information into HR Drive
5. Maintain accurate and timely files while adhering to all local, state, and federal laws as well as maintain confidentiality

IV. Key Responsibility Area: Assist with staff and volunteer trainings and events

1. Conduct all orientations for new employees and volunteers
2. Collect and record all documentation from new employees and volunteers and orientation as required
3. Coordination of annual Volunteer Recognition Dinner

4. Assist with collection, filing and recording training documentation as required
5. Assist with coordination of All-Staff trainings, Employee Appreciation Meal and Social Committee events throughout the year
6. Assist with planning Collaborative Summer Series workshop
7. Assist with Provider Fair for agency

V. Key Responsibility Area: Monitors Local, State, and Federal Employment Laws

1. Assist HR Manager with ensuring all staff and volunteers receive fingerprint and background checks as required per law and agency policy
2. Upon receipt of criminal background check, assist with interpretation of law for prior convictions

VI. Key Responsibility Area: Teamwork and Professional Growth

1. Actively and regularly participates in information discussions, processes or projects
2. Identifies issues and communicates those findings to supervisor for discussion
3. Actively participates in ongoing evaluation process
4. Appropriately accesses and utilizes supervision toward professional development
5. Participates in own professional development by attendance of workshops, trainings, and literature review
6. Demonstrates a positive attitude and approach as a “team player”
7. Maintains educational requirements for job specific certifications

VII. Key Responsibility Area: Additional Functions/Responsibilities

1. Be a point of contact for employees and volunteers for questions and issues as they arise
2. Performs other job-related duties and activities as needed
3. Gains knowledge of appropriate use of all CSSMV forms and the operation of equipment
4. Keeps supervisor informed and involved in the activity of projects, as necessary
5. Follows all professional standards for work area, license area, the agency and other agencies for which they may be collaborating
6. May require flexible scheduling including evening or weekend hours; may require working additional hours due to the nature of the position
7. Valid Ohio driver’s license with a good driving record and access to a private, insured vehicle during working hours

Minimum Requirements:

- Associate’s Degree in related field or High School Diploma with related experience
- Ability to use a computer with substantial ease, including Word, Excel, and outlook
- Ability to support and problem-solve with staff and volunteers
- Ability to work with diverse populations and treat all with dignity and respect
- Excellent oral and written communication skills
- Willingness to work occasional flexible hours
- Ability to maintain professional ethics and confidentiality

*All interested candidates should send a resume with salary requirement to:
Human Resources, Catholic Social Services of the Miami Valley, 922 W. Riverview Ave., Dayton OH
45402
Or e-mail to jobs@cssmv.org Or fax to 222-6750*