

HUMAN RESOURCES COORDINATOR

Under the supervision of the Human Resources Director, the Human Resources Coordinator will facilitate ongoing work by providing a range of procedural, administrative, and operational support with minimal supervision. This position's primary responsibilities are to assist the HR Director with regular HR activities, manage documents and communications, maintain team records and support team expansion activities. The Human Resource Coordinator also work with the HR Director and other members of the leadership team to maintain a positive internal culture and work to ensure team member satisfaction through of HR policies and fostering a positive work environment through continued team member development and capacity building.

All positions remain volunteer at this time, but acknowledgments of work will be provided and this position offers opportunities to be at the center of a highly active sphere of work.

Purpose: To support and facilitate the work of the Women in Global Health Human Resources cluster through ongoing administrative management and development of organizational culture.

Objectives:

- Work directly with and report to the Human Resources Director to coordinate and assist with HR projects (meetings, Calls for Applications, trainings, surveys, etc)
- Assist in the full hiring process of employees: includes recruitment, interviews, verifying work-history and references and tracking of new possible candidates.
- Support HR director in educating employees on and enforcing company policies
- Facilitate the continued development of a positive and dynamic internal culture
- Ensure that Women in Global Health functions with professionalism, reliability, transparency and accountability in its HR operations and activities.

Deliverables:

This position will work with the Human Resources Director in the development of WGH HR and assist through ongoing programmatic support and management in the following areas:

Recruitment and hiring processes

- Ensure the recruitment process follows WGH established policies and advise and guide other team members through the process.
- Support the development and planning of Calls for Applications on internal and external platforms
- Coordinate with WGH Leadership in the development of job descriptions and Terms of Reference;
- Support execution of the recruitment/hiring process from tracking applicants to following up with candidates, including:
 - Assist in reviewing, screening, and maintaining applications and resumes
 - Coordinate communication with candidates and schedule interviews
 - Help plan and conduct initial orientation and onboarding to new team members

Team Member Training and Development

- Coordinate team member surveys, entry and performance reviews: assist with creation, distribution and collection of feedback;
- Assist with developing/updating WGH Team member records: create new employee files, issue and collect volunteer contracts and other important paperwork;

- Ensure all necessary paperwork is properly filled out and distributed to appropriate persons, as well as archived;
- Assisting with the creation and updating of training manuals, HR manual, and the employee handbook;
- Brainstorm and coordinate general training sessions and seminars;
- Coordinate with other clusters to develop and complete topic-specific trainings;
- Foster positive team member engagement and work with the HR Director to develop programming to promote an organizational reflective of WGH's mission, vision and values.

Human Resources Operations and Administration

- Ensuring the effective implementation of plans related to HR programs and services;
- Assisting with providing research for policies, training, strategic planning, and more;
- Schedule meetings, interviews, HR events, and maintain the team's agenda;
- Maintain records of team-related data (personal information, leaves, etc.) and ensure all team member records are filed correctly, updated, and kept confidential;
- Assist supervisors in performance management procedures.

Duration: 6 months minimum with 3 month follow-up/check in

Expectations: 10 hours/week and attendance of monthly meetings with the broader WGH team, WGH Town Hall meetings, as well as Operations cluster meetings (planned as a group)

Requirements

- Commitment to gender equality and the WGH mission
- At least 3-5 years of experience in project or program coordination;
- Proven experience as an HR coordinator or relevant human resources/administrative position;
- Exceptional written, oral, interpersonal, and presentation skills and the ability to work effectively with leadership and the broader team;
- Excellent people manager with outstanding communication and interpersonal skills;
- Highly organized and efficient worker, skilled at multi-tasking with time management skills;
- Energetic, flexible, collaborative, and proactive;
- Willing to take initiative and work independently when needed and also follow directions accurately ;
- Strong computer skills and familiarity with programs and platforms used by WGH, including the Microsoft Office Suite, Google Drive, Canva, Wix, GoToMeeting and more;
- A demonstrated commitment to high professional ethical standards and a diverse workplace;
- Excels at operating in a fast paced, community environment that spans time zones and cultures.

Desired Qualifications:

- Cross-cultural competency; experience working in another country or in a cross-cultural environment strongly preferred;
- Previous experience with non-profit work and strong familiarity with international organizations;
- Knowledge of human resources processes and best practices;
- Familiarity with online and social media recruiting.

Reporting: Human Resources Director