

Esperanza has an immediate opening for a full-time **Human Resources Coordinator** to join our team!

Esperanza is a faith-based community development organization committed to raising awareness and identifying resources that strengthen the Hispanic community.

The Human Resources Coordinator will provide a wide range of critical employee services primarily focused on talent acquisition and performance management in our charter school environment. This position is ideal for an entry-level HR professional ready to take your HR knowledge and skills to the next level.

Responsibilities include:

- Employee Relations
- Record-keeping & Compliance
- Recruitment
- Staff Events
- Training & Development
- Payroll & Benefit administration

The successful candidate will have:

- 1-3 years' experience of performing general HR activities in a professional setting.
- BA/BS degree from an accredited college or university with a concentration in Human Resources or other related field of study is preferred.
- Demonstrates general knowledge of employment law, recruitment & selection skills, employment related practices, and the HR body of knowledge.
- Demonstrates and acts with a high level of integrity, professionalism, and confidentiality
- Possesses strong interpersonal skills; build relationships; approachable; and build trust with staff.
- Ability to operate a computer and use a variety of common software programs including Microsoft Office, spreadsheets, and payroll/benefit technology; familiarity with ADP HRIS/Payroll technology is a plus
- Ability to communicate effectively with individuals or groups both in writing and verbally. Bi-lingual (English/Spanish) is preferred.

Esperanza offers a comprehensive employee health & wellness benefits program. The salary range for this role is \$35K - \$42K based on experience. Our office is located at: 4261 North 5th Street Philadelphia, PA 19140.

Interested candidates should forward a resume & cover letter to: jobs@esperanza.us and indicate HRC in the subject line. For more information, check us out on the web at: www.esperanza.us

EOE