

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 to enhance an overall positive employee experience. The HR Coordinator will work collaboratively within the HR team and deliver exceptional customer service and HR support to our employees and act as a business partner with various departments/programs throughout Esperanza.

Responsibilities include:

- Employee Relations
- Record-keeping & Compliance
- Recruitment
- Staff Events
- Performance Management
- Payroll & Benefit administration

The successful candidate will have:

- 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