



URBAN LEAGUE OF BROWARD COUNTY JOB POSTING

Title: Human Resources Coordinator
Department: Human Resources and Training
Supervisor: Director of HR & Training
Employment Type: Full-Time
Location: Fort Lauderdale/On-Site
Revision Date: October 2026

POSITION SUMMARY

The Urban League of Broward County (ULBC) is seeking a detail-oriented, organized, and people-focused Human Resources Coordinator (HRC) to support the Human Resources Department across recruitment, candidate screening, interview scheduling, hiring, onboarding, employee records management, internship program administration, and staff supervision. This position provides essential coordination throughout the employee lifecycle and supervises one direct report.

The Human Resources Coordinator plays a key role in ensuring compliance with employment requirements, maintaining accurate personnel documentation, and supporting the organization's ability to attract and retain qualified employees and interns. The ideal candidate is proactive, adaptable, highly organized, and able to manage multiple priorities in a fast-paced environment while maintaining professionalism, confidentiality, and strong attention to detail.

KEY RESPONSIBILITIES

Recruitment and Onboarding

- Coordinate recruitment activities, including posting vacancies, identifying candidates, and attending job fairs.
- Screen applicants, coordinate interviews, and refer qualified candidates to hiring managers.
- Schedule interviews, prepare interview packets, and communicate with candidates throughout the process.
- Coordinate pre-employment requirements, including background checks, drug screenings, and reference checks.
- Prepare correspondence to candidates, including interview invitations, offer letters, and rejection notifications.
- Coordinate and facilitate onboarding for new employees including new-hire documentation, verifying credentials, and conducting the onboarding presentation.

Staff Management

- Supervise the Customer Service Specialist.
- Conduct weekly supervision meetings and develop training plans.
- Provide oversight of the Welcome Center and provide coverage in the absence of the Customer Service Specialist.

Administration and Compliance

- Maintain accurate and confidential employee and intern personnel files.
- Assist with audits and grant monitoring by ensuring personnel records comply with applicable licensing standards and governmental regulations.
- Coordinate and track document renewals, recruiting updates, and candidate status.
- Maintain the HRIS recruitment module, HR SOP, and Welcome Center SOP.

- Create the monthly HR Newsletter with the Director of HR & Training.
- Manage the apparel orders, including updating the order forms, receiving employee orders, and working with the vendor.
- Provide administrative support to the Director of Human Resources & Training assisting with special projects as needed and informing of relevant employee matters, requests, and departmental activities.
- Perform other related duties and special projects as assigned.

Internship Program Management

- Coordinate the recruitment, screening, selection, and onboarding of interns.
- Maintain internship program records and track intern participation and placement.
- Develop and maintain relationships with educational institutions to support future placement.
- Plan and manage internship program activities.
- Maintain the internship program marketing materials.
- Attend internship fairs at local colleges and universities.

EDUCATION AND EXPERIENCE

Bachelor's Degree preferred in Human Resources Management, Business Administration or similar field; and two years related experience and/or training; or Associate's Degree in Business, HR or similar field and 4 years related experience and/or training.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

The ideal candidate will demonstrate the following:

- Working knowledge of human resources principles, practices, and procedures.
- Knowledge of applicable federal, state, and local employment laws and regulations.
- Proficiency in Microsoft Office applications, including Word, Excel, PowerPoint, and Outlook, as well as HRIS and database management systems.
- Excellent written and verbal communication skills, including a strong command of the English language.
- Strong organizational skills and exceptional attention to detail.
- Excellent time management skills and the ability to meet deadlines.
- High emotional intelligence, sound judgment, and the ability to handle sensitive information professionally and confidentially.
- Strong problem-solving, analytical, and project coordination skills.
- Ability to manage multiple priorities and balance the needs of various stakeholders.
- Ability to work effectively in a fast-paced environment while remaining flexible, proactive, and professional.
- Strong customer service skills and the ability to establish and maintain positive working relationships.
- A positive, collaborative, and team-oriented attitude.
- Ability to adapt to changing organizational needs and priorities.
- Willingness to work evenings and weekends as required.

ADDITIONAL REQUIREMENTS

- Must possess a valid Florida driver's license and reliable transportation.
- Must maintain punctuality, dependable attendance, and timely completion of assigned responsibilities.

Submit Cover Letter and Resume to:

hiring@ulbcfl.org

THE URBAN LEAGUE OF BROWARD COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER