



## URBAN LEAGUE OF BROWARD COUNTY

### Job Vacancy Posting

**Position:** Human Resources Coordinator  
**Department:** Human Resources  
**Supervisor:** Senior Director of Human Resources & Training  
**Revision Date:** January 2022

#### SUMMARY:

The **Human Resource Coordinator** position is primarily responsible for providing key technical support to the Director of Human Resources & Training by engaging in all aspects of recruiting, screening, and hiring. This position is responsible for administering assessments, scheduling candidate appointments, planning and executing onboarding, maintaining records and documentation, and management of Internship Program by performing the following duties.

#### CORE DUTIES AND RESPONSIBILITIES (Abbreviated) include the following:

- Develop recruiting efforts to acquire new employees and interns, including posting vacancies online, attending job fairs, and maintaining relationships with college and university career placement offices.
- Responsible to screen, interview, employees and interns to ensure candidates meet the requirements of the position. Refer appropriate candidates to managers to interview so that collaboration between human resources takes place throughout the hiring process. Notifies candidates to schedule drug, background and fingerprinting.
- Plans and conducts employee and intern onboarding.
- Completes new hire paperwork for employees and interns, including verification of credentials, signed job descriptions, etc.; maintains personnel files and conduct QA checks.
- Oversees the selection process, implementation, and management of the HRIS as directed by the Director of HR & Training.
- Coordinates, send, and track probationary and annual review notices (supervisors and staff).
- Prepares and attains employee references to include external requests for employee and intern references.
- Updates intern opportunities and tracking.
- Keeps supervisor abreast of staff situations and requests as well as provide direct support to immediate supervisor.
- Supports the Customer Service Associate in the Welcome Center as needed.
- Performs other related duties as assigned.

#### Education and Experience

Bachelor 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.

#### Other Skill, Abilities and Qualifications

- Detailed knowledge of employment law (local, state, and federal).
- Working understanding of human resource principles, practices and procedures.
- Excellent ability to express ideas clearly in both written and oral communication skills.
- Must have an excellent command of the English language.
- Ability to exercise sound judgement with established guidelines
- Excellent time management skills with a proven ability to meet deadlines.
- Must have high Emotional Intelligence (EI) and comfortable working in a fast-paced environment, sometimes under pressure, while remaining flexible, proactive, and efficient.
- Excellent organizational skills and attention to detail.
- Proficient with Microsoft Office Suite and HRIS or related software.
- Must be able to work evenings and weekends as business needs warrant.
- Ability to balance the needs and expectations of multiple constituents.

#### Other

- Must have a valid Florida driver's license and reliable transportation.
- Must pass a Level 2 background and drug screening.

**Submit Cover Letter and Resume to:**

[hireing@ulbcfl.org](mailto:hireing@ulbcfl.org)

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