Updated: February 4, 2022
Title: Human Resources Coordinator
Staff Group: Administration, Office of Human Resources
Reports To: Director of Human Resources
Location: Open (Boston, MA preferred)*
Grade: 9, full-time with benefits

Purpose
To provide responsive and justice-centered front-line human resources (HR) support to the national staff of the Unitarian Universalist Association (UUA).

Principal Responsibilities
1. Provides first point of contact human resources support for UUA national staff; as necessary, connects congregations, related organizations, or covenanted communities with HR concerns to appropriate UUA contacts.
2. Recruiting, staffing, and onboarding:
   - Posts job openings on internal and external boards.
   - Maintains applicant data; manages responses to job seekers; forwards appropriate candidates to hiring managers/teams for interviews.
   - Conducts background checks and reference checks for job candidates; administers pre-hire testing and assessments.
   - Provides confirmation of hire/offer letters to new staff in advance of start date; sets up new employee personnel file; provides confirmation memoranda to transferred/promoted staff.
   - Schedules, coordinates, and conducts new hire orientations to ensure that orientation paperwork is complete and onboarding is successful; coordinates onboarding with hiring manager.
   - Coordinates with exiting employees and supervisor on termination procedures.
   - Arranges for temporary staffing when requested.
3. Benefits and compensation:
   - Manages benefits enrollments, changes, and terminations; audits benefits invoices against payroll deductions.
   - Processes salary advances and staff loans.
   - Maintains and updates the personnel sheets for quarterly forecasts and annual budgets in Adaptive Insights.
4. Employee relations:
   - Edits the “HR News” page on the UUA Intranet, including monthly anniversary of employment, birthdays, and new staff lists.
   - Identifies benefits, performance, employee relations, or other sensitive issues and advances them to other HR staff if necessary.
   - Organizes meetings, trainings, webinars, and other employee-centric events as required.
5. Compliance, payroll and HR administration:
   - Maintains personnel, I-9, medical, and other HR files.
   - Prepares payroll transmittals with all HR-related changes; coordinates semi-monthly payroll with Finance.
   - Tracks performance reviews; coordinating with staff and supervisors.
   - Maintains and updates HR sections of UUA.org and the UUA Intranet using the content management system (CMS).
   - Processes all invoices, expense reports, and budget reclassifications for HR-related programs; tracks expenses for HR budgeting.
   - Processes verification of employment requests for current and former employees.
   - Maintains and updates required labor postings and displays.
   - Tracks new hires, separations, leaves of absence, etc. and provides reports as needed.
   - Coordinates business card and American Express card orders; orders staff name badges quarterly.
   - Reviews and tracks independent contractor/consultant submissions.
6. Provides administrative support for the Office of Human Resources as requested by supervisor.
7. Performs additional duties as requested by the Human Resources and Benefits Manager, the supervisor, the Executive Vice President, or the President.
Qualifications
This is a full-time Grade 9 position (expected hiring range $40,000-$54,300 commensurate with experience). Note that qualifications may be met as a result of lived experience, volunteer work, professional experience, and/or formal or informal training. Our ideal candidate has a bachelor’s degree and at least two years’ experience as a Human Resources Administrator, Coordinator, or other related work in a personnel or benefits administration. Individual must be extremely detail-oriented with strong organizational skills; flexible and reliable; able to multi-task and set priorities; have a strong sense of urgency and follow-through; display excellent interpersonal skills and emotional maturity; able to maintain confidential information; have strong verbal and written communications; facility with learning and assimilating new information and technology with ease; and, basic knowledge of federal and state laws pertaining to benefits and employment. An understanding of Unitarian Universalism and commitment to diversity, equity, inclusion, and justice work are helpful. Must be highly proficient in Microsoft Office software (especially Outlook, Word, Excel, and PowerPoint) and have superb computer and database skills. Experience with ADP Workforce Now, ADP reporting, and/or Drupal desirable. Work or lived experience with communities of color or Indigenous peoples is of particular value. Eagerness to work in an organization in which the dismantling of white supremacy is a high priority. Travel to the Boston, Massachusetts offices of the UUA or other locations from time-to-time is required.

* While our preference is for a candidate who is able to work onsite regularly and candidates in or near the Boston, Massachusetts area are preferred, this may be a remote, work-from-home position. Location is open in the continental United States. You should have easy access to a major airport due to the travel requirements of this position.

How to Apply
People with disabilities, people of color, indigenous people, Hispanic/Latinx, and LGBTQ candidates are encouraged to apply. The UUA is committed to developing a diverse and talented staff team. If you are excited about this role, but are unsure whether you meet all of the requirements, we encourage you to inquire and/or apply. Send cover letter and résumé—indicating “HR Coordinator” in the subject line—via e-mail to careers@uua.org, via fax to (617) 948-6467, or to Human Resources, UUA, 24 Farnsworth Street, Boston, MA 02210. E-mail submissions preferred.

About the UUA
The Unitarian Universalist Association is an inclusive and progressive religious denomination headquartered in Boston’s waterfront Fort Point Innovation District with staff based throughout the United States. Our faith community of more than 1,000 self-governing congregations brings to the world a vision of religious freedom, tolerance, and social justice. Our normal workweek is 35 hours, we pay 80% contribution towards health insurance premiums, 10% towards retirement (after one year), and have generous paid time-off policies. We are a great place to work and we value diversity. The UUA is an Equal Opportunity Employer and is committed to the full inclusion of all. As part of this commitment, the UUA will ensure that applicants and staff with disabilities are provided reasonable accommodations. If reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact the Office of Human Resources at (617) 948-4648 or humanresources@uua.org. For more information on the UUA, visit us online at UUA.org and uuworld.org.

Support for the Mission and Values of the Association
The Unitarian Universalist Association is a progressive and historic religious denomination. While it is not generally required or expected that an applicant/employee identify as a Unitarian Universalist (UU) or be a member of a UU congregation in order to work at the UUA, all UUA staff members are expected to perform their job duties in accordance with the UUA’s values, principles and mission. In particular the following points, drawn from the Seven UU Principles, are of particular importance for the UUA’s work environment and staff culture:

- The inherent worth and dignity of every human being: We affirm the need for a human-centered workplace that allows our diverse staff to flourish. We also understand that our wider culture and society oppresses and denies human dignity, and we seek to counter the effects of that oppression in our hiring and workplace culture so that each person feels whole and valued.
- Justice, equity and compassion in human relations, and the goal of world community with peace, liberty and justice for all: We speak openly and publicly of our support for social and political issues, including LGBTQ equity, racial justice, climate justice, gender equity, and reproductive justice.
- The interdependent web of existence: We recognize that the liberation of all people is interwoven, and we work to counter patriarchy, white supremacy, colonialism, homophobia, transphobia, environmental exploitation, and other interrelated systems of marginalization.