

Job Announcement
HR Coordinator
(Full-time)

IRIS (Integrated Refugee & Immigrant Services, Inc. www.irisct.org) is a dynamic refugee resettlement agency with offices in New Haven and Hartford, CT. IRIS serves people from all over the world who have fled persecution in their home countries to start new lives and become self-sufficient, contributing members of their new communities. While IRIS has traditionally focused on helping refugees, it is increasingly serving our undocumented neighbors and other immigrants as well.

General Description

IRIS is looking to hire an HR Coordinator with excellent written, verbal and interpersonal communication skills. This person must be a self-starter who is able to thrive in a small HR dept. within a growing organization. Our HR Coordinator is expected to be a conceptual thinker with outstanding organizational and time management skills. This person must have fantastic administrative and IT skills with the ability to multitask and adapt within a fast-paced environment.

We believe that an effective HR Coordinator must demonstrate strong problem solving and decision-making skills with an intimate understanding of employee relationships, performance management, retention strategies and payroll. Top candidates will be fantastic at managing conflict, effective at handling interpersonal relationships, and intentional about improving our recruitment process.

Candidates must be fully vaccinated against COVID-19 and comfortable coming into contact with other people. The incumbent is NOT expected to work remotely. This person will report to the HR-DEI Director

Essential Duties and Responsibilities include:

- Assist with all internal and external HR related inquiries or requests.
- Maintain both hard and digital copies of employees' records.
- Assist with the recruitment process by posting jobs, identifying candidates, performing reference checks and issuing employment contracts.
- Assist with performance management procedures.
- Schedule meetings, interviews, HR events and maintain agendas.
- Coordinate training sessions and seminars.
- Perform orientations and update records of new staff.
- Produce and submit reports on general HR activity.
- Assist with payroll and ad-hoc HR projects.

- Support all HR operations
- Support other assigned functions.
- Keep up-to-date with the latest HR trends and best practices.
- Assist with employee strategies, offboarding, and exit interviews

Requirements, Preferences, and Other

Candidates must be fully vaccinated against COVID-19 and comfortable coming into contact with other people.

- Bachelor's degree in human resources, business or related field (strongly preferred).
- 1 + years of experience within an HR dept. (strongly preferred).
- Exposure to Labor Law and employment regulations (strongly preferred).
- Effective HR administration and people management skills.
- Knowledge of payroll practices and performance management practices.
- Full understanding of HR functions and best practices.
- Excellent written and verbal communication skills.
- Works well under pressure and meets tight deadlines.
- Above-average computer and software skills (required)
- Outstanding time management and organizational skills (required).
- Strong decision-making and problem-solving skills.
- Meticulous attention to details.

Compensation: \$46,704 full-time, salaried

Benefits Health, dental, vision insurance. Life and disability insurance. Vacation (3 weeks); personal days (3 per year); sick days, holidays per IRIS schedule. Eligible for 403b retirement plan after 1 year.

IRIS is an affirmative action-equal opportunity employer.

To apply, send an email to our HR-DEI Director at humanresources@irisct.org as soon as possible with the following:

- A subject line that says "HR Coordinator"
- A cover letter
- An attached resume and two references

Applications will be reviewed in the order they are received and until the position is filled.