



**THE  
COLORADO  
TRUST**

*A Health Equity Foundation*

## **POSITION DESCRIPTION**

**POSITION TITLE:** Human Resources Coordinator

**DEPARTMENT:** Finance & Operations

**REPORTS TO:** Human Resources Director

Non-Exempt, Full-Time

### **The Colorado Trust**

The Colorado Trust is a grantmaking foundation dedicated to ensuring all Coloradans have the opportunity to thrive. When the nonprofit PSL Healthcare Corporation was sold to a for-profit organization in 1985, the proceeds of the sale were used to create The Colorado Trust. Since then, The Colorado Trust has provided funding and resources to people and organizations across Colorado that are working to make positive changes in their communities. We work side by side with Coloradans, including people who have been left out of decision-making and are directly impacted by hardships. The Colorado Trust also provides grants and support to organizations advocating for local and statewide policies that have a positive impact on people's well-being.

The Colorado Trust strives to maintain a diverse workforce that reflects the communities we serve and aims to build an organizational culture that reflects our commitment to equity.

### **General Description**

The human resources coordinator assists with all aspects of benefits administration and recruiting and provides the human resources director with clerical support and other administrative functions and special projects. The human resources coordinator also assists the facilities & IT manager with the mail room, office supplies, stocking and light kitchen duty. The human resources coordinator actively collaborates with other Colorado Trust staff to ensure the organization of and access to information; provide timely communication; and problem-solve challenges. This position will generally work from The Colorado Trust's office in Denver at least two days per week, and remotely for the remainder.

### **Responsibilities**

#### Human Resources

- Answers employee and candidate questions related to employee manual and other company policies, including timesheets, time off, benefits and pay
- At human resources director's direction, answers questions, provides advice and assists in resolving basic employee complaints or concerns
- Manages recruiting process for all non-exempt positions and exempt positions as requested; reviews candidate applications and completes initial human resources interviews; coordinates second and final interviews; serves as first point of contact for candidates; sends correspondence on behalf of the organization to candidates regarding applications and resume submissions; manages applicant tracking system and candidate files; updates notes and scans documents
- Manages new-hire onboarding process; coordinates pre-hire process, including preparing

offer letters and new-hire packets, processing background checks and reference screenings; prepares new-hire checklist and coordinates first-day details with candidate, facilities & IT manager, hiring manager, controller and human resources director

- Oversees and maintains the onboarding process in Paylocity, updating as needed; creates and maintains a new-hire orientation training video for the learning management system; assigns required training videos and reviews for appropriate updates
- Conducts new-hire check-in; enters new employees into payroll and benefits administration systems; provides Paylocity login information to new hires and assists with enrollment in self-service module as needed; ensures all checklist items are completed in a timely manner
- Tracks and maintains required disclosure and policy signoffs for all employees upon hire and annually
- Maintains all personnel, confidential, I-9, workers compensation and 403(b) files to ensure complete and accurate employee records; periodically audits human resources files and records to ensure that all required documents are collected and filed appropriately
- Manages benefits administration process, including enrollments and terminations, record-keeping, COBRA compliance and monthly billing reconciliations; assists human resources director with annual open enrollment process
- Participates in Health & Wellness Committee meetings and assists in coordinating events and activities as requested by human resources director
- Creates and records employee trainings for learning management system; assists with policy updates as requested
- Assists with offboarding process as requested by human resources director; prepares separation packets and related final-day tasks; assists with term checklist items
- Reviews and responds to unemployment claims with appropriate documentation under supervision of human resources director
- Assists with planning and executing special events such as benefits enrollment, organization-wide meetings, employee recognition events, holiday parties and retirement celebrations
- Processes and codes invoices for human resource office
- Assists human resources director with special projects and other duties as requested.

#### Facilities Support

- Orders and maintains all general office supplies and office furniture
- Sends, collects and distributes mail/packages 1-2 times per week at the office
- Orders, maintains and stocks appropriate supplies for all meeting rooms, workrooms and kitchens
- Provides light tidying in main kitchen in mornings and evenings when at the office (includes emptying and filling the dishwasher, wiping down countertops and microwaves, assisting with periodic refrigerator clear-outs)
- Manages all audio/video functionalities in office meeting rooms, including event preparation and troubleshooting
- Assists all departments as needed with audio/video support for meetings and events
- Performs other duties as requested.

#### **Supervisor Relationship**

The person designated to provide supervision of the human resources coordinator is the human resources director.

## **Qualifications**

- Bachelor's degree in human resources or related field, or any equivalent combination of education, training and experience required
- At least two years of human resources work experience required; previous experience in benefits administration and recruiting desired
- Human resources designations (aPHR or SHRM-CP) desired
- Resourcefulness and keen attention to detail
- Strong analytical and problem-solving skills
- Strong understanding of and respect for cultural differences across populations, communities and geographic areas
- Comfort working with a team in a hybrid work environment with both remote and in-office workdays
- Strong written and oral communication skills, with proficiency in English
- Interpersonal awareness, and excellent listening and critical thinking skills
- Ability to act with integrity and professionalism
- Ability to maintain a strictly confidential stance with respect to personal and confidential matters involving employees
- Ability to maintain a cooperative, supportive and amicable relationship with other Colorado Trust staff members
- Proficiency with current and emerging technology, including Microsoft applications (e.g., Word, Excel, Teams, PowerPoint, SharePoint), Concur, the internet, mobile devices, and a willingness to follow organizational policies and team norms for remote communication platforms (e.g., Zoom), data management and project management
- Proficiency with (or the ability to quickly learn) organizational systems for payroll, human resources information and talent management (e.g., Paylocity)
- General knowledge of employment-related laws, HIPAA, and state and federal regulations
- Willingness to continue professional education and skill acquisition; interest in learning and adapting to new and emerging compliance requirements at the local, state and federal level
- Ability to travel by car and plane (local, in-state and out-of-state) for occasional required work-related trips (may include overnight trips)
- Ability to work from The Colorado Trust's office at least two days a week and as needed for events.

## **Personal Attributes**

- Passion for and commitment to The Colorado Trust's health equity vision, and its mission of advancing the health and well-being of the people of Colorado
- Ability to communicate effectively and respectfully with people of diverse backgrounds, especially across race, ethnicity, gender and class
- Ability to represent The Colorado Trust in public and community settings, and communicate effectively with grantees, partners and other stakeholders
- Commitment to issues of community, diversity, equity, integrity and fairness
- Demonstrated work style that is flexible, respectful and collaborative
- Ongoing commitment to improving skills and knowledge acquisition
- Highly organized and able to coordinate and complete multiple, simultaneous assignments across different teams
- Comfort serving collaborative teams of colleagues both on-site and remotely
- Action-oriented, self-starter who can work well independently and in teams
- Comfort in creating and adhering to organized systems within flexible and dynamic community environments.

**Salary and Benefits**

\$30.75 – \$33.65 per hour, depending on experience, with a schedule of 40 hours per week. The Colorado Trust offers its employees a comprehensive and competitive benefits package, including medical, vision and dental insurance, a retirement plan, group life insurance and paid time off.

**COVID-19 Vaccination Requirement**

All Colorado Trust employees are required to be fully vaccinated against COVID-19 and provide documentation to this effect upon request. Employees must be fully vaccinated at least two weeks from their first day of employment at The Colorado Trust. Exemption requests will be evaluated on a case-by-case basis.

**To Apply**

Please apply via The Colorado Trust's [online application system](#). **Applications will be accepted until the position is filled, but priority consideration will be given to those received by 5 p.m. MST on Monday, Sept. 11, 2023.** Please [contact us](#) with any questions you may have.

The Colorado Trust seeks talented, team-oriented individuals, dedicated to our mission of advancing the health and well-being of the people of Colorado. Additionally, as an Equal Opportunity Employer, we welcome a diversity of perspectives and experiences among our staff. For more information, please visit [www.coloradotrust.org](http://www.coloradotrust.org).