



G R  C E H O U S E
ministries, inc.

giving hope to girls in foster care

Job Title: Human Resources Coordinator

Reports To: Associate Director

FLSA Status: Non-Exempt, Part-Time

Summary: The Human Resources Coordinator is responsible for the day-to-day administrative and operational tasks that support the smooth functioning of Human Resources at Grace House. This position helps ensure compliance with employment laws and DHR requirements by maintaining employee records, processing personnel paperwork, coordinating HR activities, and supporting staff and leadership with HR-related needs. The HR Coordinator serves as a primary point of contact for routine HR matters and acts as a liaison between HR contractors, management, and employees—helping foster a positive, organized, and compliant work environment.

Essential Duties and Responsibilities

- Coordinate and support HR functions, including recruitment, onboarding, employee relations, training, benefits administration, and compliance tracking.
- Serve as the primary day-to-day contact with the HR contractor and assist in ensuring organizational compliance with applicable employment laws and regulations.
- Administer and maintain HR policies and procedures; assist with updates and ensure staff acknowledgment and understanding.
- Coordinate the talent acquisition process, including posting positions, scheduling interviews, coordinating reference checks, and assisting with hiring paperwork.
- Support payroll and timekeeping processes by working with finance and payroll to ensure accurate data, documentation, and submissions.
- Assist with employee relations matters, including documentation, disciplinary processes, and investigations, under the direction of leadership and/or HR contractors.
- Coordinate and track employee performance evaluations, ensure timely completion of reviews.
- Conduct or coordinate exit interviews and compile feedback for leadership review.
- Maintain the HRIS and accurate, confidential personnel records (personnel files, certifications, background checks, training records, etc.).
- Assist leadership in monitoring compliance with federal, state, and local employment laws and DHR personnel standards.
- Coordinate benefits administration tasks, including new hire enrollments, changes, and open enrollment communications.
- Oversee new hire onboarding logistics, orientation scheduling, and required documentation.
- Track and coordinate required DHR training, including trauma-informed care training, and maintain compliance records.
- Support workplace safety efforts and maintain required documentation related to occupational safety standards.
- Assist with the annual review and updating of the employee handbook in collaboration with leadership and assigned board members.
- Perform other duties as assigned.

Leadership & Collaboration

- Provide day-to-day HR support and guidance to managers on routine personnel processes and procedures.
- Support the Associate Director and Executive Director with HR administration, compliance tracking, and documentation needs.
- Escalate complex or sensitive HR matters to leadership and/or HR contractors as appropriate.

Qualifications

Education/Experience:

- Bachelor's degree in Human Resources, Business Administration, or a related field, or equivalent relevant work experience.
- Minimum of 2–3 years of experience in an HR support, coordinator, or generalist role, preferably in a nonprofit or mission-driven environment.
- HR certification (PHR, SHRM-CP) preferred but not required.

Required Skills/Abilities:

- Working knowledge of employment laws and HR best practices.
- Proficiency in Microsoft Office and HRIS systems.
- Strong organizational skills and attention to detail.
- Excellent interpersonal, communication, and problem-solving skills.
- Ability to manage multiple tasks and deadlines in a fast-paced environment.
- High level of discretion and ability to handle confidential information appropriately.
- Collaborative, service-oriented mindset with the ability to work across departments.

Certificates, Licenses, Registrations

- Security clearance by the Federal Bureau of Investigation, the Alabama Bureau of Investigation, and the Child Abuse and Neglect registry.
- Current Alabama Driver License.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Working in a dynamic and supportive environment that aligns with the organization's Christian values. The role requires individuals who are committed to serving as role models and mentors for the children, maintaining professionalism, and collaborating effectively with the team.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Standing and walking frequently
- Lifting and carrying moderate weights (up to 25-30 pounds)
- Bending and reaching
- Manual dexterity
- Ability to respond quickly to emergencies
- Mobility around the household and grounds
- Driving for local travel
- Stamina and ability to work extended hours