

Human Resources Coordinator

EMILY's List, the nation's largest resource for women in politics, is searching for a Human Resources Coordinator to join our Administration team. EMILY's List has raised over \$500 million to support pro-choice Democratic women candidates – making them one of the most successful political organizations ever. Our grassroots community of over five million members helps Democratic women wage competitive campaigns – and win. We recruit and train candidates, support strong campaigns, research the issues that impact women and families, and turn out women voters. Since our founding in 1985, we have helped elect 116 women to the House, 23 to the Senate, 12 governors, and over 800 to state and local office. Forty percent of the candidates EMILY's List has helped elect to Congress have been women of color. Since the 2016 election, thousands of women and counting have reached out to us about running for office. To harness this energy, EMILY's List has launched Run to Win, an unprecedented effort to help more women run and win at the local, state, and national levels.

Principal Responsibilities

The Human Resources Coordinator is part of the Administration team and plays an essential role in ensuring smooth operations for all staff.

Specific Duties

- Manages new staff onboarding to include staff setups, office tours, and scheduling new hire meetings;
- Assists with the internship program management and attend internship and job career fairs;
- Monitors payroll system for benefit enrollments, deduction changes and ensures accuracy of effective dates and amounts;
- Performs customer service functions by answering employee requests and questions;
- Assists with the annual open enrollment process;
- Ensures that EMILY's List is compliant with all state and federal laws and regulations;
- Manages performance review process by training new hires, distributing materials to staff and ensuring that reviews are done thoughtfully and in a timely manner;
- Manages process of departing employees;

- Monitors benchmarking studies to ensure that EMILY's List is competitive in our market;
- Ensures effective filing system is in place for employees and interns and manages HR archive process;
- Working with the HR Director, assists in developing and implementing an ongoing staff development program;
- Ensures organization job descriptions are updated and accurate;
- Serves as support and backup to the Receptionist as needed;
- Performs other duties as assigned.

Qualifications

- Minimum 2 years relevant experience;
- Ability to prioritize multiple tasks and meet tight deadlines;
- Ability to handle complex and confidential issues that require resolution;
- Strong knowledge of employment laws and regulations is a plus;
- Accuracy and attention to detail;
- Experience with HRIS is a plus;
- Commitment to the diversity of our candidates, membership, partners, and staff;
- Commitment and passion to elect Pro-Choice Democratic Women required.

EMILY's List offers a competitive salary and a strong benefits package. To apply, email resume and cover letter to jobopening@emilyslist.org, - subject line "HR Coordinator." **No calls, please.**

EMILY's List is an Equal Opportunity Employer that values a multi-cultural, diverse working environment. Applicants of diverse backgrounds are welcomed and encouraged to apply.