

**Overview:**

Launched in 1983 as Public Interest Projects, a 501(c)(3) public charity, NEO Philanthropy is a New York based national leader in innovative philanthropic solutions. We lead large-scale collaborative grant making funds on a range of social justice issues, provide fiscal sponsorship and management to projects and campaigns, manage donor advised funds and develop organization and field-focused capacity building initiatives.

Position:

NEO Philanthropy is seeking an HR Coordinator to join our expanding HR team! Reporting to the Director of Human Resources, the HR Coordinator will support the administrative functions of the department, including but not limited to: creating and maintaining electronic and hardcopy employment documents and files; performing regular data entry into the human resources information system (HRIS); supporting the onboarding, offboarding and payroll processes; coordinating and scheduling HR related meetings and convenings; and supporting the work of the HR team.

Location:

NEO Philanthropy has its headquarters in NYC and members of Human Resources team are based in this office. NEO HQ has a hybrid work remote structure based on job function. It is our expectation that this role will work partially remote, working from the office one day weekly, with additional in-person meetings required 6-8 times per year.

Vaccine Requirement:

All NEO staff are required to be vaccinated against COVID-19. Requests for medical and/or religious exemptions from the vaccination requirement will be considered on an individual basis, to the extent required by law.

Responsibilities:

- Support the work of the HR department by performing administrative tasks including, but not limited to: responding to and completing employment verifications, creating and maintaining personnel and department files, and providing customer service by responding to request to information and assistance.
- Manage the HR@ inbox and HR ticketing system (to be implemented), ensuring requests are forwarded to the appropriate members of the HR team for response and resolution; tracking frequent requests, response times, and create and maintain FAQs and resources to respond to routine requests for assistance.
- In partnership with the HR Operations Manager, implement and maintain new systems.
- Schedule orientations, trainings, interviews, exit interviews and other departmental meetings and work sessions.
- In partnership with the HR Operations Manager, manage the HR calendar, HR assets tracker and communications schedule.
- Maintain HR related resources (e.g. benefits summary, FAQs, Personnel Change form (PCs), New Hire form...), making updates and revisions as directed.

- In partnership with the Talent Manager, coordinate onboarding for new employees, including but not limited to: launching automated onboarding in the HRIS, responding to issues, following up with employees, and tracking completion.
- Create and maintain electronic and hardcopy personnel files for new hires; archive folders/employment documents for terminated employees.
- Perform regular data-entry into the HRIS and benefits administration system (BPM, ensuring accuracy and integrity; conduct periodic audits of data to ensure efficacy.
- Create and run HR and ad hoc reports for use by the HR team and for project partners, as requested.
- Provide support to HR Operations Manager in implementing new systems and modules into electronic platforms; assist with digitizing hardcopy personnel and other employment related files.
- Under the guidance of the Talent Manager, review payroll data and follow up with employees on missing/incorrect information.
- Ensure all required payroll data, including personnel change forms, tax related documents, benefits information and deductions, direct deposit information, and vacation accruals, are accurately collected, documented and entered into the HRIS, by established payroll deadlines.
- Under the guidance of the Benefits Manager, identify and implement systems to track annual professional development funds.
- Under the guidance of the Benefits Manager, assist in coordinating and scheduling annual open enrollment and benefit information meetings; partner with director and Benefits Manager in reviewing and correcting benefit deduction and enrollments following open enrollment.
- Respond to routine inquiries regarding benefits including communicating and disseminating benefit information, eligibility and effective dates of coverage and carrier contact information; escalate inquiries and requests for assistance to the Benefits Manager.
- Under the guidance of the Talent Manager, assist with recruitment by posting open positions on NEO's internet and to external posting locations.
- In partnership with the Director and Talent Manager, track and manage the return of annual performance evaluations.
- Assist the HR Operations Manager, Benefits Manager, and Talent Manager in managing the offboarding of employees; enter termination information into applicable systems (e.g. UKG, BPM...) and act as back-up in sending exit materials.
- In partnership with members of the HR team, identify and lead culture and experience activities for NEO central.
- Perform related responsibilities and projects as assigned by the director.

Qualifications:

The ideal incumbent will have experience working in a multi-location, mission driven non-profit; have the ability to manage assigned responsibilities; to work with a level of autonomy, while knowing when to request guidance and support; and work collaboratively with the HR team responsibilities and projects. The incumbent is required to work in NEO's NYC headquarters office location once per week, and at other times related to work responsibilities and special projects. A commitment and passion for supporting social justice initiatives/movements is essential. Specific qualification include:

- Two (2) years related administrative experience, supporting multiple stakeholders in a fast-paced environment; experience working within a busy HR department a plus.

- Demonstrated ability to work independently and be self-directed in completion of daily responsibilities and projects.
- Demonstrated technology skills including, Microsoft Office Suite - PowerPoint, Word, Excel, and Outlook; experience working with HRIS, performance management, benefit, and exit interview platforms a plus.
- Excellent customer service, written, verbal and interpersonal skills.
- Demonstrated organizational and time management skills.
- Ability to multi-task and juggle competing priorities, with a high level of accuracy, keen attention to detail, and ability to meet deadlines.
- Ability to remain current on relevant HR laws, regulations, trends and best practices.
- Ability to work collaboratively and manage competing priorities with multiple deadlines.
- SHRM or HRCI certification a plus.

Compensation and Benefits:

Salary range for this position is \$60,900 to \$65,000 annualized, depending on experience, qualifications and internal equity. NEO provides generous benefits, which includes medical, dental, vision, life, long term disability, and pet insurance. We also administer FSA, commuter benefit, Employee Assistance Program (EAP), and 401k retirement plans and have generous paid time off.

How to Apply

Interested applicants should apply [here](#). Please include resume and cover letter for consideration. Applications submitted by August 31, 2022 will be considered. Only those whose applications are being considered will be contacted. No phone calls please. NEO Philanthropy is an equal opportunity employer. We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, gender identity, or any other legally protected status.

NEO Philanthropy Careers

NEO Philanthropy is committed to attracting, developing and retaining exceptional people, and to creating a work environment that is dynamic, rewarding and enables each of us to realize our potential. NEO Philanthropy's work environment is safe and open to all employees and partners, respecting the full spectrum of race, color, religious creed, sex, gender identity, sexual orientation, national origin, political affiliation, ancestry, age, disability, genetic information, veteran status, and all other classifications protected by law in the locality and/or state in which you are working.