



Administrative and Human Resources Coordinator

This is a full-time position - Benefits Eligible

Salary Range: \$23.25 - \$27.92

FLSA Classification: Exempt

40 hours per week / 52 weeks per year

Open: April 10, 2018

Closed: When Filled

SUMMARY: Reporting to the Executive Director, the Administrative and Human Resources Coordinator is responsible for the coordinating information and communications between the Board of Directors, Policy Council, and staff of CAPC, as directed by the Executive Director and provides administrative support for the Executive Director and for the Board of Directors activities.

Additionally, the Administrative and Human Resources Coordinator provides professional support to the Human Resources Director with issues related to recruiting, training, salaries, benefits, and conflict resolution and assists with ensuring the organization meets all federal and state regulatory requirements related to hiring, employment discharges, harassment/discrimination claims, and other record keeping.

EDUCATION / EXPERIENCE: Bachelor's Degree in Business Administration, Human Resources or a related field required. Society of Human Resource Managers (SHRM), or other nationally recognized HR group certification preferred.

A minimum of three to five years of Administrative / Human Resources work experience is required. A minimum of 3 years supervisory experience preferred.

Highly proficient technological skills, (e.g., Word, Excel, PowerPoint, AV, webinar execution, conference call system) as demonstrated through MS Office proficiency testing and a meeting set-up demonstration.

Be a self-starter and can start projects and carry them through with minimum supervision.

Must be able to work independently and able to meet deadlines.

Must be able to communicate with various levels of staff professions within and external to the Agency to include Board Members, community stakeholders, partners, and individuals.

This position requires strong communication skills and experience in human resources and administration. Advanced written and verbal communication skills.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

OTHER QUALIFICATIONS: Applicants must have a current Florida Driver's license, reliable transportation, satisfactory criminal records check for abuse and neglect, negative TB skin test, drug testing as required and state required minimum vehicle insurance and uninsured motorist insurance. Applicants must meet all Department of Children and Families requirements for employment.

PHYSICAL DEMANDS: This position requires the employee to be in a seated position. However, at times they may be required to stand for long periods of time. The employee must be able to lift 20 lbs. (lifting assistance may be used). Ability to bend and reach into file cabinets. Repetitive movement of hands and fingers when typing and/or writing. Ability to talk and hear. Reasonable accommodations may be made to enable individuals with disabilities to perform these duties.

If interested in applying, please complete the attached employment application and return to Human Resources by the closing date. For more information, contact David Powell, HR Director, 850-438-4021 or email d.powell@capc-pensacola.org.

Community Action Program Committee is an EOE and participates in E-Verify.