



Helping People Help Themselves Since 1964!

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NOTICE OF VACANT POSITION

January 8, 2018

Southeastern Community & Family Services, Inc. is accepting applications for the Head Start position listed below:

PT HR & External Relations Coordinator (Administration Office)

Classification: Non-Exempt **Department:** Human Resources

Reports To: Deputy Director, HR & Operations **Schedule:** hrs. vary; 20-25 hrs/wk

Description of Duties:

This position will be responsible for providing administrative support to the daily operations of the Human Resources Department. He/she will assist the HR Director in every aspect of human resources-benefits, employment, recruitment and agency activities both internal and external.

Primary Duties:

- Organize and maintain employee files, ensuring completion, accuracy and confidentiality.
- Familiar with HR policies and procedures
- Strong initiative in planning and preparing special events and programs, social media, related outreach and communications efforts
- Develop agency reports as it relates to human resources
- Become familiar with agency Policies and Procedures as it relates to Human Resources
- Provide functional guidance and direction to employees regarding benefits
- Assist employees with the completion of benefit enrollment forms
- Assist and plan employee meetings and events
- Contribute and maintain relevant content and photos for the newsletter, social media and relevant public media sources
- Undertaking quality checks of selection and recruitment processes and reports
- Execute I-9 certification; create new cases and resolve open cases in E-Verify
- Assist the HR Director with activities to include job fairs, updating employment website and special projects as needed.
- Data entry of employee records in HRIS
- Assist with full cycle-recruitment, interview, selection etc.
- Prepare interview packets and new hire orientation documentation



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- Ability to work closely with Payroll/Accounting department in regards to benefits and deductions
- Identify, research, and develop potential resource partners, including but not limited to corporations, foundations, and individuals
- Assist in creating and disseminating communications materials needed for community and individual partnerships, including but not limited to letters, electronic presentations, and informational packets
- Plan and schedule cross-functional and/or external meetings including agenda drafting and generation of meeting minutes
- Track, maintain and analyze project activity and progress reports from project conception to completion for the Deputy Director of HR & Operations, the Chief Executive Officer and other designated parties as assigned.

General Qualifications Requirements:

- Ability to work independently
- Exceptional proven organizational and time management skills.
- Solid advanced knowledge of Microsoft Office and navigating skills
- Strong communication skills (both written and verbal)
- Attentive to detail; understanding the importance of accuracy
- Maintain strong confidentiality of agency documentation and matters
- Team player, reliable, trustworthy, flexibility and adaptability to change
- Good judgment and decision making skills
- Multi-tasking of diverse projects
- Foster working relationships with staff/co-workers

Working Experience Requirements:

- A minimum of one to three years of experience working in human resources or related field;
- Experience dealing with diverse work groups;
- Experience working on medical, dental, vision, life and disability plans preferred;
- Experience facilitating trainings, special projects and programs, which requires strong initiative and work ethic;
- Advanced experience in Microsoft programs and social media.

Educational Requirements:

A Bachelor's Degree in Business Administration, Human Resources or related degree and one through three years related Human Resources experience OR and equivalent combination or experience and/or education from which comparable knowledge, skills and abilities have been achieved.



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Instructions: Send Agency application, cover letter and resume by **January 22, 2018** to:

Post Office Box 1025

Lumberton, NC 28358

Email: recruitment@scfsnc.org

Applications may be obtained by visiting the Agency's website: www.SCFSNC.org/CAREERS

Equal Opportunity Employer