

WINGS for kids

Position: Human Resources Coordinator

Location: Charleston, SC

About WINGS:

WINGS is a growing education organization that teaches low-income elementary school kids how to behave well, make good decisions, and build healthy relationships. We do this by weaving a comprehensive social and emotional learning (SEL) curriculum into a fresh and fun after school program. Kids get the life lessons they need to succeed and be happy and they get a safe place to call home after school. WINGS currently operates seven schools in Charleston and Lake City, SC and Atlanta, GA.

Position Summary:

Under the supervision of the Chief Financial Officer, the Human Resources Coordinator (HRC) will manage and administer the WINGS benefits, hiring process, payroll and time keeping systems, and other HR related duties.

Duties and Responsibilities:

Compensation and Benefits Coordination and Administration:

- Evaluate, coordinate, and administer the WINGS compensation and benefits plans. Current benefits include: health, dental, and vision insurance, flexible spending accounts, worker's compensation insurance, unemployment insurance, and 403(b) retirement plan.
- Enroll employees and update employee information with benefits providers.
- Provide new employee and on-going employee orientations and explanations of WINGS benefits and human resources policies.
- Manage worker's compensation claims, process year-end reports, and assists with the annual worker's compensation audit.
- Serve as point of contact and liaison for unemployment claims and hearings, with the assistance of the employee's former supervisor.
- Administer COBRA benefits and complete necessary paperwork.
- Review and reconcile monthly benefit invoices to ensure accuracy.

New Hire and Termination Processing:

- Oversee the new hire and interview process.
- Serve as a liaison between applicants and WINGS.
- Ensure offer and rejection letters and/or contracts are completed in a timely manner.
- Oversee criminal history checks on new employees and members.
- Complete reference checks on new employees and members.
- Process required paperwork, ensuring all required employment documentation is completed prior to start date.
- Manage application process through HRSmart.
- Oversee termination processes.

Payroll and Time Keeping Functions:

- Enter new hires into the time system and submit necessary documents to payroll.
- Review timesheets for completeness and accuracy.
- Submit and review payroll biweekly.
- Update entries in the time system and pull relevant data as needed.

- Compile timesheets each pay period in coordination with grant invoicing.

Additional Human Resource Functions:

- Manage compliance associated with FLSA, FMLA, and other state and national regulations.
- Provide input on and update WINGS HR policies to ensure WINGS is consistent with current best practices.
- Manage employee personnel files, ensuring compliance with all laws and grant regulations.
- Respond to employees on general inquiries regarding employee benefits, pay, and other general HR policies and procedures.
- Serve as a liaison during employee compliant and dispute processes.
- Develop, generate, and analyze reports regarding employee personnel information and data, such as year to year retention, absenteeism, recruitment, applicant tracking, compensation, promotions, etc.
- Assist supervisors with performance evaluations.
- Effectively communicate policy revisions and updates.
- Respond to general inquiries for employment verification.

Note: This job description serves only as a general description of anticipated day-to-day responsibilities of the position. Like all positions at WINGS, management retains the discretion to add duties or change the duties of this position at any time.

Position Requirements and Skills:

- Bachelor's degree in business, human resources, or a related field, or equivalent experience.
- Three years of progressively responsible human resources and benefits experience.
- Knowledge of general benefits and HR laws, including but not limited to FLSA, FMLA, ADA, ERISA, and ACA.
- Ability to effectively manage confidential and sensitive information.
- Must be able to problem solve effectively.
- Competent with Word and Excel.
- Able to learn new computer and human resources platforms as needed.
- Possesses strong oral and written communication skills.
- Must live the WINGS Creed every day.

Salary and Benefits:

- Initial salary range of \$32,000 - \$41,000 (salary commensurate with experience and qualifications)
- Annual performance bonuses up to 10%
- Eligible for group health insurance plan
- Paid vacation and holidays
- 403b retirement plan (eligible after one year of employment)

Application Procedures:

- To be considered for this position, please submit a cover letter and resume by March 31, 2014 to HRCoordinator@wingsforkids.org. Please note, applicants will be reviewed on a rolling basis during the month of March.