

Human Resources Coordinator

Position Available

The Food Research & Action Center (FRAC) is looking for a Human Resources Coordinator for their Washington, D.C. headquarters. FRAC works to improve the nutrition, health, and well-being of people struggling against poverty-related hunger in the United States through advocacy, partnerships, and by advancing bold and equitable policy solutions. To attain this mission, FRAC engages in research, policy analysis and advocacy, coalition-building, outreach, technical assistance and training, and an array of communications strategies. In partnership with hundreds of national, state and local nonprofit organizations, public agencies, corporations, schools, and labor organizations, FRAC addresses hunger and food insecurity, and poverty as their root cause. Currently, FRAC is operating remotely. When it is safe to return to the office, this position will require some in-person meetings and work. roughly 2-3 days a week in our DC offices.

This full-time position provides an opportunity for a motivated, detail-oriented individual with strong proactive skills to make a difference in a fast-paced public interest organization. The successful candidate will have experience in recruitment and benefits administration and an eagerness to work for a mission-oriented organization. The Human Resources Coordinator position reports directly to FRAC's Chief Operations Officer and will work closely with the Senior Human Resources Manager, Culture and People.

What's attractive to the right candidate?

- This position will work directly with a variety of levels of staff.
- This team member will be joining an effective, committed, high-performing group of colleagues who are well-regarded in the community.
- FRAC is financially stable with a track record of effective fund development and a plan for continued growth.

Key responsibilities include, but are not limited to:

- Assist in the coordination of staffing and recruitment processes.
- Collaborate with hiring managers to identify and draft detailed job descriptions.
- Schedule interviews and assist with the interview process – may conduct interviews with the hiring manager and other members of the hiring committee.
- Stay abreast of recruiting trends and best practices and ensure all screening, hiring, and selection is done equitably and in accordance with employment laws and regulations.
- Manage onboarding and new hire process.

- Coordinate internship, fellowships, and AmeriCorps VISTA programs.
- Manage FRAC's HR Information Systems and maintain physical and digital employee records and reports.
- Oversee employee labor laws and regulations to assure compliance.
- Recommend and develop employee relations practices to foster a positive employer-employee relationship.
- Provided HR policy guidance and interpretation.
- Respond to HR inquiries, resolving them or directing them appropriately to other resources.
- Coordinate benefits administration including open enrollment.
- Work with the Chief Operating Officer and the Senior Human Resource Manager, People and Culture on a variety of projects and assignments.
- Perform other related duties as assigned including some general administrative duties to support in-person operations.

A well-qualified candidate will possess the following:

- Bachelor's degree with at least three years of human resources experience.
- Strong organizational skills, including ability to multitask, prioritize, and make decisions.
- Capacity for, and enjoyment of, setting up improved human resources and administrative processes.
- Ability to exercise mature judgement and to demonstrate discretion and sensitivity dealing with confidential information.
- Excellent verbal and written communication skills.
- Team player with an ability to work collaboratively both with leadership and union employees.
- Excellent organizational skills and attention to detail.
- Proficient with Microsoft Office and Teams, Slack or related software and knowledge of HRIS systems.
- Ability to work independently and collaboratively.
- Commitment to diversity, equity, and inclusion.
- Commitment to working for social justice.

Salary/Benefits

Salary commensurate with experience. Generous leave, health, retirement, and other benefits.

To Apply

Click [here](#) to submit a resume, cover letter, and two writing samples.

No phone calls, please.

Opening/Closing Dates

The position is available immediately. It will close when filled. However, FRAC seeks to hire a qualified individual as soon as possible.

FRAC is especially interested in candidates with lived expertise with hunger or poverty who can contribute to the diversity of the organization.

FRAC is an equal opportunity, affirmative action employer. FRAC is firmly committed to a policy against discrimination based on age, gender, race, religious creed, sexual orientation, disability, or ethnic or national origin.