



7066 Interstate Island Road Syracuse, New York 13209 315.437.1899 foodbankcny.org

Human Resources Coordinator

Position Summary:

The Human Resources Coordinator, under the guidance of the Chief People Officer, is responsible for overseeing matters related to payroll, recruitment, onboarding, terminations, and record keeping. In addition, the Human Resources Coordinator participates in the Employee Engagement Committee and coordinates the annual Employee Health & Benefit Fair.

Qualifications:

- Individual should have proven ability to maintain confidentiality
- Be courteous, efficient, and able to multi-task
- Must be able to operate Microsoft Excel, Microsoft Word, and online payroll systems (experience with Paylocity a plus)
- Ability to work well with diverse groups of people
- Bachelor's degree in Human Resources or Business Administration
- Excellent computer skills

Essential Functions:

The Human Resources Coordinator responsibilities will include:

- Employee will coordinate all recruiting and staffing initiatives and corresponding communications
- Plan and coordinate annual employee Health & Benefit Fair
- Coordinate and execute internal team-building events
- Implement and maintain employee recognition program
- Perform payroll processing and utilize all functions of our payroll processing system
- Provide internal communications to staff
- Maintain all HR spreadsheets, confidential employee records, and files
- Perform annual beneficiary reviews and open enrollment
- Assist in reception front desk and additional administrative duties, as needed
- Review monthly HR bill payments for accuracy
- Oversee employee clothing program
- Assist with employee training development and preparation
- Provide administrative support to the Chief People Officer

Send resume and cover letter to:

Food Bank of Central New York
Attn: Human Resources
7066 Interstate Island Road
Syracuse NY, 13209
OR: hr@foodbankcny.org