People Services Coordinator

The Democratic Socialists of America is a member-run, socialist organization with more than 280 groups in every state and the District of Columbia engaged in movement-building, public education, direct action, advocacy, and electoral politics. Our immediate goal is to build working-class power against the capitalist class while advancing transformative reforms like Medicare for All and a Green New Deal, supporting a robust labor movement, electing socialists to office, and shifting the public framing around capitalism and democratic socialism. DSA is a “big tent,” multi-tendency organization that welcomes everyone committed to democracy and socialism.

The People Services Coordinator reports to the Operations Director and facilitates the hiring, onboarding, and benefits processes for all staff across geographies.

**Duties/Responsibilities:**

- Administers health and welfare plans, including enrollments, changes and terminations.
- Processes required documents through insurance providers to ensure accurate record-keeping and proper deductions.
- Performs customer service functions by answering employee requests and questions.
- Completes Forms I-9, verifies I-9 documentation and maintains I-9 files.
- Reconciles benefits statements.
- Conducts audits of benefits or other HR programs and recommends corrective action.
- Assists with administration of employee off boarding.
- Assists with the preparation of the performance review process.
- Assists with the recruitment and interview process. Tracks status of candidates and responds with follow-up letters at the end of the recruiting process.
- Schedules meetings and interviews as requested by the Operations Director.
- Makes photocopies; mails, scans and emails documents; and performs other clerical functions.
Prepares new-employee files and files documents into appropriate placements.
Performs other related duties as assigned.

Qualifications

- 2 to 4 years experience in human resources, administrative, or related field
- Working understanding of human resource principles, practices and procedures.
- Strong experience in GSuite (Docs, Sheets, Forms, etc.)
- Strong interpersonal skills and an ability to thrive in a fast-paced, detail-oriented environment.
- Commitment to democratic socialist, feminist, anti-racist, anti-ableist, anti-heterosexist and pro-worker action and identify as a socialist and be grounded in democratic socialist politics; general agreement with the positions and perspectives of YDSA and DSA.

Reports to: Operations Director

Work Schedule: Full-time. Work hours will fluctuate according to campaign needs and members’ availability.

Location: Must be located within the tri-state area (New York, New Jersey, Connecticut). Work is mostly remote currently due to the COVID crisis, but regular trips to the NYC HQ will be required. There is no relocation assistance available for this position.

Salary: $52,000 in the first year with an annual raise in 2023.

Benefits: We offer employer paid medical, dental, and vision insurance for employees and their spouse/partner and/or dependent children, and three weeks of vacation in the first year of employment, then four weeks each year thereafter.
Application Deadline: Rolling

To Apply: Click here

Democratic Socialists of America will provide reasonable accommodations for qualified individuals with disabilities to allow them to perform the essential functions of their job if doing so does not result in undue hardship. If you are in need of accommodations during the application process or interview, please contact jobswithdsa@dsusa.org.

No phone calls or recruiters, please.

Democratic Socialists of America is an equal opportunity employer and committed to a staff that reflects the working class. We strongly encourage and seek applications from women, people of color, people with disabilities, DREAMers, as well as members of the LGBTQ communities.