



HR COORDINATOR

ABOUT THE POSITION

This is an exciting opportunity for a highly organized and detail-oriented human resources professional looking to develop a career at the intersection of clean energy and social justice.

The HR Coordinator will be responsible for completing administrative and operational duties for the organization's human resources department. Reporting to the Director of HR and Marketing & Communications, the HR Coordinator will provide support for the administration of all human resource programs including, but not limited to compensation, benefits, leave, payroll, disciplinary matters, disputes and investigations, performance and talent management, productivity, recognition and employee morale, and training and development.

The HR Coordinator will also assist with different aspects of recruitment efforts while also maintaining employee records in HRIS systems and providing administrative support to all employees of Groundswell. The position also has an active role in ensuring all human resource functions are complying with local, state, and federal regulations. This role will effectively collaborate with members of Groundswell's leadership team and managers to support the organization's workforce needs.

Groundswell is a values-driven social enterprise committed to a culture of belonging, and we invite you to review our [strategic plan and values](#) as you apply.

KEY RESPONSIBILITIES

Human Resources

- Maintain and update the information of new staff within HRIS systems including data entry, filing, scanning, and uploading.
- Assist with the initiation and proper maintenance of enrollments for insurance and benefit plans and provide the necessary communication to third-party administrators in a timely manner.
- Assist with pre-employment processes including background checks, drug screens, offer letters and communication with prospective employees.
- Assist in coordinating company-wide events and activities
- Assist with all internal and external HR-related inquiries or requests.
- Assist with the recruitment process by identifying candidates, performing reference checks, and other administrative activities.
- Serves as the first point of contact for all applicants to help troubleshoot and provide guidance when necessary.
- Ensure compliance with USCIS Form I-9 Employment Eligibility Verification.



- Assist with performance management procedures.
- Provide HR support to employees as needed by ensuring smooth communication with employees and timely resolution to their queries.
- Schedule meetings, interviews, and HR events and maintain agendas.
- Coordinate training sessions, seminars, and orientations for new employees.
- Produce and submit reports on general HR activity as directed.
- Assist with payroll and ad-hoc HR projects.
- Stay abreast of new developments and the latest HR trends and best practices.
- Perform other related duties as assigned.

Operations

- Provide administrative support for daily business operations
- Assist with the renewal of state annual reports, keeping all files updated and certificates in good standing
- Assist with the credit card coding process of downloading, saving, sending, and coding organizational expenses
- Support the daily management of office facilities, supplies, resources, and requests through ticketing systems and other databases
- Record organizational expenses per established procedures

ADDITIONAL RESPONSIBILITIES

As a member of the Groundswell team, the HR Coordinator is expected to participate in the overall execution of Groundswell programs:

- May be asked to represent Groundswell in public forums and engage with institutional partners and vendors;
- Support the pursuit of opportunities aligned with the Groundswell mission;
- Seek opportunities to drive continuous improvement in Groundswell programs, processes, and procedures; and
- Identify and respond to emerging risks and opportunities.

In this work, the HR Coordinator will reflect Groundswell's Core Values (see strategic plan deck). Key values that will be uplifted through this role include:

- **Integrity:** We uphold the values of Groundswell in every action and decision. We hold ourselves accountable for gathering facts, sweating the details, performing analysis, and validating decisions.
- **Respect:** We respect and treat each other with dignity. We value each other's contribution to the team. We treat our communities with respect.
- **Support Each Other:** We are committed to building an encouraging, caring, and supportive environment. We foster teamwork and collaboration across departments and with customers.



OTHER DUTIES

This position description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required. Duties, obligations, and activities may change at any time with or without notice.

COMPETENCIES OR SPECIALIZED KNOWLEDGE

- Effective oral, verbal, and written communication skills
- Ability to adapt to changing environments
- Ability to handle multiple competing priorities
- Excellent time management skills with a proven ability to meet deadlines
- Ability to function well in a high-paced work environment
- Ability to prioritize tasks and delegate them when appropriate

SUPERVISORY RESPONSIBILITY

This is an Associate level position with no supervisory responsibilities.

WORK ENVIRONMENT

In alignment with establishing Groundswell's re-entry plan, individuals will be required to work in a hybrid setting (working both in-office and remotely). The frequency of performing work duties in-office may vary.

POSITION TYPE AND EXPECTED HOURS

This is a full-time, 40-hours-per-week position. Days and hours of work are Monday through Friday, 9:00 a.m. to 5:30 p.m. Groundswell's core office hours are Monday through Friday, 9:30 a.m. to 4:30 p.m. Occasional evening and weekend work may be required as job duties demand. Candidates for this position must be based in the Lynchburg, VA area.

TRAVEL

Occasional US travel will be required for this position.

REQUIRED EDUCATION AND EXPERIENCE

- Bachelor's degree in Human Resources, Business Administration, or related field required; Master's degree preferred.
- At least two years of human resource management or related experience is required.
- SHRM-CP credential is preferred.



SUPERVISION

The HR Coordinator will report to the Director of HR and Marketing & Communications.

COMPENSATION

Compensation for this position is in Groundswell's established pay band for the Associate title, with a full-time employee benefits package.

BENEFITS

- Groundswell pays 100% of the monthly premium for health, dental, vision, and long-term disability for full-time employees in accordance with Groundswell's policy. Groundswell also covers 50% of spouses and dependents covered under the Groundswell healthcare, vision, and dental plan.
- Matching 401 (k) plan contribution by Groundswell up to 4% for employees who choose to contribute to Groundswell's 401 (k) plan, with immediate vesting.
- Monthly Development Days to focus on professional development opportunities
- \$45 per month to reimburse cellular phone use for business purposes.
- \$75 per month to reimburse home internet access for business purposes.
- Fifteen (15) paid vacation days per year; eight (8) sick days; and two (2) personal days. Vacation and sick leave accrue at the start of your employment, restart each year on January 1, and increase with tenure. Personal days begin after six months of employment.
- Groundswell also takes nine (9) paid federal holidays and a holiday break from December 24th to January 1st (inclusive).
- Short-Term Disability Insurance, Long-Term Disability Insurance, and Voluntary Life available.
- Pre-tax benefits such as Smart Benefits, Flexible spending accounts, and Dependent care are also available.

For more information about the organization's benefits and other personnel policies, Groundswell will provide a new hire orientation within the first week of employment.

HOW TO APPLY

Candidates must submit a resume and cover letter to hire@groundswell.org detailing their qualifications and interest to be considered for this position. In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.

Groundswell is an equal-opportunity employer that is deeply committed to the principles of equity, diversity, and inclusiveness and seeks to create a pluralistic community for all.

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