



teen action & support center

2525 W. New Hope Rd, Rogers, AR 72758
479.636.TASC (8272) | tascnwa.org

Human Resources Coordinator

Part-time | 15-20 hours/week

The Human Resources Coordinator provides leadership and guidance to the organization's human resources operations. The HR Coordinator is responsible for setting, enforcing, and evaluating legally compliant human resources policies, procedures, and best practices, and identifying and implementing long-range strategic talent management goals. This position is located in Rogers, Arkansas.

Responsibilities

- Collaborates with executive leadership to define the organization's long-term mission and goals; identifies ways to support this mission through talent management.
- Identifies key performance indicators for the organization's human resource and talent management functions; assesses the organization's success and market competitiveness based on these metrics.
- Recruits, interviews and assists in hiring process of new staff through the lens of diversity, equity and inclusion.
- Conducts staff exit interviews and assesses data to determine if organizational changes need to be made.
- Gathers feedback from staff to determine training needs and talent management gaps.
- Manages formats, timelines and process of performance evaluations of staff.
- Handles discipline and termination of employees in accordance with company policy.
- Onboards new staff and provides training in conjunction with new staff's supervisor.
- Researches, develops, and implements competitive compensation, benefits, performance appraisal, and employee incentive programs including leadership of the morale team.
- Assists with resolution of human resource, compensation, and benefits questions, concerns, and issues.
- Ensures compliance with employment, benefits, insurance, safety, and other laws, regulations, and requirements.
- Maintains knowledge of laws, regulations, and best practices in employment law, human resources, and talent management.
- Collaborates with Executive Director to inform the organization's staffing budget and the budget for the human resource department.
- Participates in professional development including SHRM meetings and networking conferences and events.
- Performs other duties as assigned.

Required Skills/Abilities:

- Excellent verbal and written communication skills.
- Excellent interpersonal and conflict resolution skills.
- Excellent organizational skills and attention to detail.
- Strong analytical and problem-solving skills.
- Strong leadership skills.
- High level of professionalism.
- Thorough knowledge of employment-related laws and regulations.
- Proficient with Microsoft Office Suite or related software.



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- Pass background check and have valid driver's license.

Minimum Skills & Abilities Required:

- Bachelor's degree in Human Resources, Business Administration, or related field required.
- Human resource management experience required, with strategic, talent management, and/or business development experience highly preferred.
- SHRM-CP or SHRM-SCP strongly preferred.
- Passion for seeing teens empowered
- Ability to keep information confidential and work in a confidential environment
- Organized and punctual
- High degree of professionalism in professional dress and demeanor
- Self-motivated
- Creative problem solver
- Can pass background check
- Valid driver's license

The Teen Action and Support Center is a 501(c)(3) nonprofit organization which offers low-to-no-cost support services to teens and their families. Services include counseling & support groups, mentoring, volunteer service opportunities, innovative programming, and physical resources for teens in need.