St. Francis
EPISCOPAL SCHOOL

Position Title:	**Human Resources Coordinator**
Date Modified:	April 2026
FLSA Classification:	Non-Exempt
Reports to:	Assistant Director of Human Resources
Position Purpose:	To foster career development opportunities and support the overall mission of the educational institution by ensuring that HR processes are executed effectively and professionally.
Work Hours:	7:30 a.m. – 4:00 p.m.
Work Calendar:	Full Year

Description

The Human Resources Coordinator plays a pivotal role in supporting the HR department within an educational services environment by managing and streamlining various HR functions to ensure smooth operations. This position works directly with the Assistant Director of HR to assist with the administration of the day-to-day operations of the human resource functions and duties. thereby contributing to a positive and efficient workplace culture. The coordinator serves as a liaison between candidates, employees, and management, ensuring clear communication and adherence to organizational policies and regulatory requirements. By maintaining accurate records and assisting with managing applicant tracking systems, the role supports strategic initiatives in talent acquisition and retention.

Essential Functions and Tasks

- Maintains strict confidentiality of sensitive employee, leadership, and organizational information, including personnel records, compensation data, employee relations matters, investigations, medical and accommodation information, and business strategy, in compliance with applicable laws, company policy, and ethical standards.
- Exercises sound judgment to determine appropriate access, disclosure, and safeguarding of information.
- Process invoices related to HR activities, including recruitment and training expenses, ensuring timely and accurate financial documentation.
- Assists with new hire training sessions and onboarding processes to ensure a seamless integration of new employees into the organization.
- Manage new hire paperwork,, and maintain employee records in compliance with legal and organizational standards.
- Utilize applicant tracking systems to manage job postings, screen candidates, and coordinate interview schedules.
- Represent the organization at career fairs and recruitment events to attract qualified candidates and promote the institution's employment opportunities.

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- Support career development initiatives by assisting with employee training programs and maintaining communication regarding growth opportunities.
- Collaborate with HR management to implement policies and procedures that enhance employee engagement and organizational effectiveness.
- Actively participates in the life of the School where appropriate and relevant to the priorities of the HR Department
- Other duties as assigned by the Head of School, HR Director, or Assistant Director including extracurricular activities.
- Assists in maintaining congruence between the school's board-approved Mission Statement, the Long Range and Strategic Financial Plan, and all activities of the business department.
- Supports and adheres to school policies in all areas of the school's operation.
- Supports the Employee and School Handbooks and assists with revisions and updates, when necessary, of the school's business department policies and procedures.
- Exhibits the behaviors described in the Faculty and Staff: Basic Expectations, Characteristics of Professional Excellence, and complies with Physical Requirements and Work Environment.
- Employees may be required to work remotely or engage in telework activity as determined in the employer's sole discretion.
- This job description is intended to describe the basic, critical elements of the job and should not be construed as an exhaustive list of all responsibilities, skills, efforts, or working conditions associated with the job.
- This job description does not constitute a contract. It may be modified or amended at any time as determined in the employer's sole discretion.

Minimum Qualifications

- Bachelor's degree in Human Resources or Business Administration, preferred. Associate's degree required.
- HR certification or at least 3-5 years of direct HR experience required.
- Proficient in applicant tracking systems, HR management software, database management, and MS Office applications; able to use basic office equipment.
- Strong understanding of HR policies, procedures, benefits administration, and financial documentation (including invoice processing).
- Excellent written and verbal communication skills; highly organized with the ability to manage multiple tasks and deadlines.
- Committed to safeguarding sensitive information; service-oriented, flexible, and reliable team player.

Physical Requirements and Work Environment

- Occasionally lift to 30 pounds.
- Generally, works in standard office conditions and climate.

- May work in varied extreme outside weather conditions during school events, special activities, and fundraising events.
- Ability to work in a fast-paced environment, dealing with a wide variety of challenges and deadlines.
- May work at a desk and computer for extended periods of time.
- Ability to stoop, bend, kneel, stand, walk, and reach.