

Human Resources Coordinator

Northwest Minnesota Foundation, Bemidji MN

The Northwest Minnesota Foundation (NMF) is one of the six Minnesota Initiative Foundations (MIFs) established by the McKnight Foundation in 1986 to assist Minnesota's rural regions during the farm crisis in the 1980s. As the region's MIF and the only community foundation in the region, NMF has been serving the vast nonprofit community in northwest Minnesota for more than 30 years.

NMF provides grants and loans to organizations and small businesses and scholarships to individuals within the 12-county region and the two tribal nations. Since its founding, NMF has invested millions to help make the region a better place to live and work.

Position Description

The Human Resource Coordinator position will be responsible for the administrative and compliance aspects of human resources. This position will also focus on creating a seamless and positive experience for employees throughout their journey with us, directly impacting retention, engagement, and overall job satisfaction.

This role will also manage recruitment processes, onboard new employees, and support general HR-related inquiries. This position will also design and implement programs that support professional growth, manage performance reviews with a focus on development, and foster a positive work environment aligned with organizational values.

Duties & Responsibilities

- You are responsible for ensuring adherence to labor laws and regulations.
- You are responsible for handling and maintaining employee records.
- You are responsible for recruitment processes and onboarding new employees.
- You are responsible for overseeing the day-to-day implementation of the career pathway framework, while collaborating with senior management team and elevating key strategic decisions to executive leadership as needed.
- You will design and implement programs that support professional growth.
- You will manage performance reviews with a focus on development.
- You will oversee the use and administration of the Predictive Index talent optimization tool suite.
- You will assist with overseeing benefits administration.

Job Details

Industry

Community Foundation

Employment Type

Full-Time

Employment Status

Non-exempt

Job Functions

Human Resources

Direct Reports

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Position Reports To

SVP of Finance and
Administration

Career Pathway

IC300

- You will assist with general HR-related inquiries.
- You will foster a positive work environment aligned with organizational values.
- You will assist with HR online systems.
- You will assist the finance department with a variety of tasks.
- You are responsible for all other duties as assigned.

What success looks like:

- You are a person who can always adhere to absolute confidentiality and discretion in all aspects of your position.
- You will maintain the operational efficiency and regulatory efficiency of our HR processes, ensuring that we meet all necessary legal requirements while providing consistent and reliable support to our staff.
- You excel at fielding multiple requests at once with efficiency, prioritization, clear communication, and accuracy. You can compile data from complex information systems and produce clear and concise information for key stakeholders to review. You seek to work with other staff in a team-first approach.
- You are a person who will take the initiative to learn about best practices for human resources practices.
- The Northwest Minnesota Foundation is committed to growing a fair and equitable workplace that reflects the communities we serve.
- You are a person that will embrace opportunities to develop and grow in your skills to strengthen Diversity, Equity, and Inclusion in the Foundation and for our region.
- As part of this role, employees are responsible for staying informed about and integrating generative AI tools to optimize work outcomes and improve operational processes.

Obligations

Ownership of:

- Coordinate hiring and onboarding of employees.
- Adherence to labor laws and practices.
- Online HR program.

Will collaborate in:

- Managing employee benefits.
- Managing career pathway framework and talent success and development.

Qualifications

Required:

- Associate Degree (A.A.) from two-year college or technical school.
- Two years of related experience, including Microsoft Office.
- Ability to maintain confidentiality.

Preferred:

- SHRM training or other HR specific training.
- Excellent communication, negotiation, and problem-solving skills.

- Ability to interpret and communicate legal and technical issues.
- Ability to prioritize competing tasks.
- Proficiency in technology and/or cloud-based computer systems.
- Passion for the mission of the Northwest Minnesota Foundation

Job Information

The Northwest Minnesota Foundation follows an equal opportunity employment policy and employs personnel without regard to race, creed, color, ethnicity, national origin, religion, sex, sexual orientation, gender expression, age, physical or mental ability, pregnancy, veteran status, military obligations, and marital status. This policy applies to hiring, wages, internal promotions, training, opportunities for advancement, and terminations.

- This position offers a competitive salary (minimum \$50,072 to a maximum of \$83,453), commensurate with experience and qualifications.
- The primary location for this position may be a remote home office located in the twelve counties, or two tribal nations served by the Foundation. A successful individual in this position will spend adequate time in person at our Bemidji offices to foster collaboration and effective team building.
- This position will require travel locally, regionally, state-wide, and potentially nationally.