

**TITLE:** HR Coordinator  
**JOB STATUS:** Full-Time, Non-exempt  
**SUPERVISOR:** Senior HR Generalist



## About Us

Chinese Mutual Aid Association (CMAA) is a fast-paced, community-based, 501(c)(3) nonprofit organization, dedicated to fostering the integration of the low-income, Pan-Asian immigrant and refugee community into the United States. Established in 1981, CMAA has been a cornerstone of the Uptown community, providing programming for generations of low-income youth, adults, and senior citizens. We offer direct services, including: afterschool & youth mentorship programming, job training & placement, elder care services, and social services such as citizenship & housing services.

## Job Description

The HR Coordinator conducts a variety of daily activities from human resources to administrative tasks that will help keep CMAA's business running smoothly. The HR Coordinator is part of CMAA's strategic planning and will review internal processes, update and draft new policies and work closely with the agency's various departments.

## Essential Functions & Responsibilities

The successful candidate will handle a wide variety of human resources matters for the organization, such as the following:

- Onboard new hires and off board exiting employees
- Conduct and file I-9 forms and background checks
- Keep and maintain employee files up to date
- Review employee timesheets through HRIS system, Paylocity
- Draft and maintain policies according to new regulations that affect the organization
- Handle Employment Verifications
- Manage benefit portals (health insurance, life insurance, long-term disability) by enrolling employees, deleting any departed employees, and providing reports when necessary
- Provide quarterly overtime reports for each department
- Provide sick time accrual reports for hourly employees
- Respond to government surveys (census info)
- Monitor compliance with current federal, state and local laws and funder requirements
- Provide demographic and internal information needed for grant applications and audits
- Update employee job descriptions for the agency and draft new ones when necessary
- Post job openings internally and externally in different recruitment portals
- Assist managers with personnel issues and answer employee questions and concerns
- Research and propose initiatives that will improve CMAA's internal operations and HR processes
- Assist in conducting assessment on benefits for employees, such as travel reimbursement, health insurance and retirement benefits
- Other duties as assigned by Supervisor

## Qualifications

- Bachelor's degree required
- Experience working with HRIS (specifically Paylocity)
- Experience working with payroll process required
- Strong knowledge of multiple Google platforms and Microsoft Office
- Strong organizational and communication skills; self-disciplined with an ability to meet deadlines
- Must be adept at problem-solving, including being able to identify issues and resolve programs in a

timely manner

- Self-motivated and entrepreneurial
- Knowledge of a foreign language is a plus, but not required.

**To Apply:** Please email a resume and cover letter to Senior HR Generalist, Madeleine Azcueta, [madeleinea@chinesemutualaid.org](mailto:madeleinea@chinesemutualaid.org). Please include the word 'HR Coordinator' in the subject line of your email

*Chinese Mutual Aid Association provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, and transfer, leaves of absence, compensation and training.*