

Posting Information

Position Title: Human Resources Coordinator **Position Type:** Full Time Employment

Position Location: Utah County, Utah **Position Pay:** \$50,000 - \$55,000 DOE

Hiring Manager: Tammy Oldroyd | hr@youniquefoundation.org | 385.345.4556

Foundation Purpose

- We inspire hope in women who were sexually abused as children or adolescents by providing healing services through retreats, survivor communities, and online resources.
- We empower parents and caregivers to protect children from sexual abuse through education and online resources.
- We make it safe to openly discuss sexual abuse through community dialogue and social awareness.

We are seeking an HR Coordinator to facilitate: 1) payroll, 2) benefits administration, 3) HRIS phase 2 implementation.

Qualifications

Educational/Professional Requirements

- A Bachelor's degree or equivalent work experience

Experience Requirements

- 5 years in benefits administration
- 3 years in a lead payroll role
- Experience with software implementation

Responsibilities:

- Process payroll twice a month
- Maintain payroll compliance for in-state & out-of-state employees
- Assist with annual Open Enrollment
- Facilitate benefits enrollment for new hires
- Facilitate testing and implementation of new products & procedures in HRIS system
- Must be organized and able to balance day-to-day tasks with special projects
- Provide HR support to foundation staff
- Assist with staff training and celebrations