



Job Title	HR Communications Coordinator
PVN ID	RF-2409-006475
Category	Managerial and Professional
Location	RESEARCH FOUNDATION OF C.U.N.Y.
Department	Human Resources
Status	Full Time
Annual Salary	\$64,305.00 - \$75,023.00
Hour(s) a Week	35
Closing Date	Nov 25, 2024 (Or Until Filled)

General Description

The Human Resources Communications Coordinator directly reports to Assistant Director of Human Resources: Benefits and to the Human Resources Manager. The incumbent in this role is responsible for developing, implementing, and maintaining the communication strategies within the Human Resources department. The coordinator will handle various communication tasks, including email updates, developing webinars, and drafting communication campaigns, ensuring that all communications are clear and aligned with the company's goals. Additionally, this role will support the execution of employee events, contributing to a positive workplace culture. The incumbent will implement and support Human Resources communication strategies to support employee engagement and department objectives.

Other Duties

- Support and implement HR strategies to promote employee engagement
- Create and distribute communication materials to promote upcoming activities and events including annual open enrollment
- Ensure accurate, thoughtful, clear, and consistent communication of HR-related information to all employees that communicate the vision, benefits, and expectations of the Research Foundation
- Collaborate with cross-functional teams to coordinate and support the execution of activities including social events, team-building activities, educational workshops, and wellness initiatives.
- Manage the logistics and coordination of all employee activities including calendar blocking, catering support, event flow, and technology support for these events.
- Maintain confidentiality and handle sensitive information with discretion.
- General HR support to include billing and invoicing, reporting, and administration
- Collect feedback and evaluate the success of employee activities
- Stay up-to-date with current trends and best practices in employee engagement and activity planning, and proactively incorporate new ideas and initiatives into the program

Qualifications

- BA or BS in Human Resources, Communications, Health Education, or a related field
- Minimum 1 – 3 years of experience in a similar role
- Knowledge of employee engagement strategies and best practices
- Ability to work independently as well as part of a team, with a flexible and adaptable approach to meet changing needs
- Excellent time management skills and ability to work efficiently under pressure
- Proficiency in Microsoft Office Suite and Canva
- Ability to prioritize and multitask in a fast-paced environment
- Excellent written and verbal communication skills
- Ability to maintain confidentiality and handle sensitive information