



Human Resources Coordinator

About URI

Founded in 2000, United Religions Initiative (URI) is the world's largest grassroots interfaith network with a presence in more than 110 countries. Our purpose is to promote interfaith cooperation, end religiously motivated violence, and create cultures of peace, justice, and healing for the Earth and all living beings. URI is a non-religious, non-political, non-partisan, non-profit organization. For more information, please visit www.URI.org.

Position Summary

The Human Resources Coordinator works collaboratively across all departments and committees of the URI global network to advance a coherent culture of connection, respect, and hospitality in keeping with the URI Preamble, Purpose, and Principles ([PPPs](#)).

Reporting directly to the Director of Finance and Administration (DFA), while coordinating with the Executive Office, the HR Coordinator serves as an integral part of URI's Global Support Office staff and finance-administration team. The selected candidate will have a thorough understanding of a global human resources department. They will be responsible for assisting the DFA with a variety of duties, including new employee and trustee onboarding and orientation. The HR Coordinator will ensure timely training and compliance with Diversity, Equity, and Inclusion (DEI) requirements, including Workplace Harassment and other staff training, Global Council (board of directors), and other volunteer committees. Ongoing support and teamwork for administrative tasks, and employee assistance, as needed.

The HR Coordinator will work with 19 regional offices dispersed in regions around the world. The URI global work is guided by a Global Council of 32 Trustees and is coordinated by the Global Support Office (GSO) located in the Presidio National Park in San Francisco, CA. There are approximately seven GSO staff members working in the San Francisco Bay Area. The Executive Director works in the Washington, DC, area with additional GSO staff members. Regional staff are based in Kampala, Uganda; Buenos Aires, Argentina; Cape Town, South Africa; and Addis Ababa, Ethiopia, as well as regional coordinators and their staff in 20 countries around the world. URI believes in a community-driven approach to leading social change and peacebuilding. We believe everyone has a role and contribution to make in promoting tolerance and respect and interrupting hate speech and violence.

JOB DUTIES AND RESPONSIBILITIES

- Manages all administrative aspects of employee recruitment, selection, pre-hire due diligence, onboarding, new hire orientation, and offboarding, exit interviews.
- Works to streamline the hiring and onboarding processes and improve internal processes and systems such as private data storage as well as access to shared drive documentation.

- Manages employee benefits programs and contractor/ vendor relationships.
- Assists roughly 50 employees and contractors with HR issues and engagement.
- Maintains the database of employee records as well as active and inactive applications.
- Conducts initial screening interviews and contacts references to verify background.
- Develops and facilitates new hire and ongoing training programs, including DEI, Workplace Harassment, Code of Ethics, and Standards of Conduct.
- Oversees ongoing recruiting efforts as well as processes for performance assessments.
- Registers URI as needed with U.S. states, tracking evolving regulations, paperwork, and deadlines as needed for existing and new employees.
- In collaboration with the GC Risk and Compliance and HR Committees, the Executive Director, the Director of Finance, local legal counsel, and others, to ensure that URI is compliant with relevant national and local laws in all countries where URI has offices, including tracking foreign contribution regulations, paperwork, and deadlines as needed for existing and new employees and payment of program grants.
- Works closely with the Director of Finance/Administration, the Executive Director, and the Executive Team Coordinator to ensure integrated, smooth functioning of all HR functions.
- Attends to issues of job retention and satisfaction, and employee morale while adhering to URI policies as well as state and federal laws, regulations, and international practice.
- Supports the Executive Office and Global Council Committee for HR and People Development.
- Assist with data entry as needed.
- Assist Senior Team with Special Projects as needed.
- Assist with travel coordination as needed.

JOB REQUIREMENTS

- BA/BS Degree in business, human resources, organizational leadership, or related fields.
- Minimum of 3 years' experience in corporate/nonprofit human resources.
- Familiarity with global payroll, budgeting, and compliance.
- Highly detail-oriented with strong organizational skills and daily attention to timely communication with diverse cross-cultural staff and partners.
- Strong desire to develop skills in HR, staying up to date with developments in the field.
- Exceptional writing, editing, and proofreading skills.
- Exceptional communication and listening skills; personable and friendly, speaking responsibly with empathy and compassion.
- Commitment to confidentiality and discretion at all times, appropriate language sensitive to individuals and groups who may have experienced marginalization or trauma.
- Cultural competency: appreciation of the opportunity to work with colleagues from different cultures; ability to communicate clearly and effectively with people who speak English as a second or third language; patience and respect for different communication styles; flexibility in dealing with variations in documentation from one country to another.
- Self-directed and comfortable working in a strong, collaborative team environment.
- Highly proficient with Microsoft and Google suites.
- Commitment to maintain employee and organizational documentation with confidentiality.
- Intrinsic and explicit identification with and commitment to the founding vision of URI.

- Prior experience and demonstrated ability and effectiveness working with volunteers, networking, and coalition-building.
- Adept at using, and curious about enhancing organizational use of, innovative collaborative technology solutions – including shared documents and drives, electronic form creation, and emerging artificial intelligence applications (especially note-taking, summary, and real-time translation services)
- Comfortable working remotely with URI colleagues and other project team members or - partners in a virtual team, including using Zoom, Hangout, WhatsApp, and other digital tools such as Signal, Slack, Microsoft Suite, Google Suite, and more.
- Graphic design and digital presentation skills.
- Familiarity with interfaith issues and passion for cross-cultural engagement.

Hybrid Work Model

Working remotely the majority of the time. There is some flexibility on location in the United States, but with a preference for the HR Coordinator to be located in the San Francisco Bay area. Ideally, the individual would work at the URI Presidio office two days per week or travel periodically to the office.

Salary and Benefits

\$75K to \$85K - commensurate with experience. Full medical, dental, vision, and chiropractic after the first month; voluntary flexible spending account (FSA); three weeks' vacation first year plus 12 paid holidays. Matching 403b retirement contributions after one year of service. (Note: URI work week is 40 hours. However, this full-time professional position requires occasional additional time for travel and to meet special deadlines, projects, other staff absences, or emergencies.)

To Apply

Send a cover letter, resume, and list of three references to apply@uri.org no later than January 12. Incomplete applications will not be considered. URI does not provide relocation support. No phone calls, please. This position is open immediately (likely start date by February 1, 2024).

URI is an Equal Opportunity Employer

It is our policy to provide equal opportunity to all employees, applicants, and program beneficiaries. URI does not discriminate against any person because of race, creed, color, religion, sex, sexual orientation, national origin, disability, age, political affiliation, or citizenship. All qualified applicants, including minorities and women, are encouraged to apply.