



UNITED WAY OF EAST CENTRAL IOWA

Job Description Form

JOB TITLE/DEPT: Training & Organizational Development Coordinator/HR Generalist	
REPORTS TO: CFO/VP of Finance and Administration	
Type of Position: <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Intern <input type="checkbox"/> Regular <input type="checkbox"/> Specially funded <input type="checkbox"/> Temporary	Hours: 40/week <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt
Supervisory Responsibility: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Number of Direct Reports: 0	Other Skills <ul style="list-style-type: none"> Experienced in researching, coordinating, and implementing training and development solutions. Skilled in coordinating logistics for small and medium sized events. Advanced computer skills in Microsoft Office (Word, Excel, PowerPoint, Outlook, etc.). Relationship management experience 2+ years' experience in a Human Resources generalist role (recruitment, training, onboarding, and employee engagement experience preferred)

CORE VALUES AND BEHAVIORS

Values <ul style="list-style-type: none"> Relationships: We work with people and demonstrate we genuinely value their interests, concerns, hopes, and dreams for themselves and the community. Excellence: Our standards are high, and exceptional quality is our expectation. Learning: We grow and improve by continuously sharing and building upon our knowledge. Service: We put the needs of our community and its people first. Leadership: We guide and inspire our community to unite around effective solutions to social issues. Collaboration: We strive to partner with others and work together using the unique strengths of our community to build greater impact. Innovation: We do not rely on the status quo and continuously look for improved ways to reach our community goals. Integrity: We are accountable and will do what is right, openly and honestly. Diversity & Inclusion: We seek and nurture diversity and inclusion to be reflective of the community we serve. We create a culture that values all people, perspectives and strengths, which contributes to a vital, creative, and resilient community. 	Professional Core Competencies <ul style="list-style-type: none"> Mission-Focused: Priority to create real social change that leads to better lives and healthier communities. This drives performance and professional motivation. Relationship-Oriented: An understanding that people come before process and can cultivate and manage relationships toward a common goal. Collaborator: Understands the roles and contributions of all sectors of the community and can mobilize resources through meaningful engagement. Results-Driven: Dedicated to shared and measurable goals for the common good; creating, resourcing, scaling, and leveraging strategies and innovations for broad investment and impact. Brand-Steward: An understanding of the role played and importance in protecting and growing the reputation and results of the greater network of United Ways.
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PRIMARY PURPOSE

This position coordinates organization-wide professional and personal development training opportunities for employees, implements concepts to keep employees engaged in the workplace, and ensures diversity and inclusion strategies are implemented. Responsibilities also include assisting the CFO/VP of Finance and Administration in maintaining other areas of Human Resources including compensation and benefits, onboarding, and general HR functions. Provides support to the Youth Achievement AmeriCorps Program with recruitment, onboarding, member management, and program coordination.

ESSENTIAL JOB FUNCTIONS

Training and Development	<ul style="list-style-type: none"> • In cooperation with supervisors, work with employees to create and implement personal training and development plans • Develop standard reporting metrics to assess the impact of training and development plans • Training and preparing new employees for their roles with acclimatization to the organizational competencies • Assist employees with keeping up to date in their respective fields by researching, developing and providing engaging training and development materials and opportunities • Partner with supervisors to ensure they are supporting employees developmentally and assist as necessary with appropriate feedback • Work with CFO/VP of Finance and Administration to deploy organization-wide training plans
Employee Engagement	<ul style="list-style-type: none"> • Develop methods to get employee feedback regarding organizational culture • Utilize employee feedback to develop and implement strategies to motivate and engage employees • Spearhead diversity and inclusion efforts for the organization and take a lead role in the Diversity and Inclusion Task Force • Work with the CFO/VP of Finance and Administration to develop and implement employee retention strategies
Assisting the CFO/VP of Finance and Administration	<ul style="list-style-type: none"> • Collaborate with supervisors to identify and fulfill talent needs through sourcing and recruitment efforts • Analyze key compensation metrics for job roles and ensuring those match industry standards • Onboard and assimilate new employees and obtain feedback on the process and progress of new hires

REQUIRED QUALIFICATIONS

Education:	Required	Preferred	Work Experience:
High School Diploma/GED	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> No previous experience
Associate Degree (2-year program)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> 1–3 years
Bachelor’s Degree	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> 3–5 years
Master’s Degree	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> 5–7 years
Preferred field(s) of study: Human Resources, Leadership, Recruiting and Development			<input type="checkbox"/> 7+ years

JOB SKILLS & ATTRIBUTES

- **Analysis:** Approaches decision making and problem solving by systematically gathering information. Readily distinguishes between a problem’s symptoms and its causes, focusing energy on the treatment of causes. Relates and compares information from various sources to deduce cause–effect relationships.
- **Innovation and Creativity:** Remains open to new ways of doing business. Critically examines rules to see if they have outgrown their usefulness. Flexibility, adaptability, and openness to change. Commitment to continuous learning.
- **Effective Communication:** Prepare clear, complete, and concise reports. Ability to work effectively with volunteers and staff. Must have ability to maintain confidential information. Good interpersonal and relationship building skills.
- **Team Builder:** Works to promote cooperation throughout organization and assists with creating a positive work environment.
- **Cultural Competency:** Ability to understand, communicate, and effectively interact with people across cultures.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee may be frequently required to use finger and hand motion and occasionally required to stand, walk and reach with hands and arms. The employee must occasionally lift and/or move objects up to 20 lbs. Specific vision abilities required by this job include close vision and ability to adjust focus.

ACCOUNTABILITY & DECISION MAKING

Differentiate between urgent and non-urgent matters; collect relevant information and consult with supervisor or other team members before making major decisions. Make independent decisions by using discretion at appropriate times. Understand organizational priorities and implement projects accordingly.

Note: This job description indicates the normal type and level of work expected of the incumbent. Incumbent may be asked to perform other duties as apparent or assigned.