

## POSITION ANNOUNCEMENT

### Position Title

Global Human Resources Coordinator (Temporary)

### Supervisor

Director, Global Human Resources

### Purpose

To support all aspects of the life-cycle Human Resource (HR) function for IYF's field and Baltimore staff.

### Position Summary

The International Youth Foundation (IYF), a global nonprofit organization that works to improve the lives and conditions of young people worldwide, is seeking a Temporary Human Resources Coordinator to support its Global Human Resources function. The ideal candidate will have experience working in a cross-cultural environment, have strong interpersonal skills, be detail-oriented, and be well-suited to work in a fast-paced environment. This 30 hour per week position will be based in Baltimore, Maryland and includes benefits. For more information please consult [www.iyfnet.org](http://www.iyfnet.org)

### Responsibilities

- Monitor and process HR requests in the Field Office Support email inbox and Jobs Inbox, ensuring responsiveness within established timeframes.
- Coordinate the recruitment of Baltimore and field staff to attract and select talented staff and in compliance with the established process/requirements for each office.
- Support the field office and Baltimore performance review process, ensuring reviews are submitted and processed in a timely manner, trainings are scheduled, etc.
- Support the annual employee contract renewal process, ensuring that contracts are accurate and renewed on time.
- File and save employee files ensuring necessary documentation is filed in Baltimore and in field and that employee contracts are up-to-date.
- Provide other oversight for IYF's HR function, including maintaining employee files, tracking field office holiday schedules, etc.
- Provide back up support for the HR & Office Coordinator as needed.
- Perform other duties as required or assigned to support IYF's global HR function.

## **Required Skills**

- Strong oral and written English communication skills.
- Highly developed interpersonal, listening and communications skills appropriate for collaborating efficiently and effectively in a multicultural, international environment. High degree of respect and compassion to cultural conditions and practices; sensitivity to varied personalities.
- Communication skills must be effective and courteous, requiring high integrity and discretion when dealing with restricted and/or confidential information. Communication methods must be efficient, including ability to communicate by phone, e-mail and Skype with colleagues based internationally.
- Ability to establish effective working relationships with employees at all levels of the organization and with colleagues based in Baltimore and internationally. Ability to work diplomatically with others to discuss and resolve issues as well as to review policies and processes.
- Ability to learn and work independently in an unstructured environment and as a team player, as well as in a collegial manner.
- Outstanding research/resourcefulness, analytical skills and attention to detail. Reliability and thoroughness required.
- Proven ability to handle multiple and changing projects, deadlines, and priorities in high pressure environment. Good judgment to establish priorities for effective time management.
- Commitment to international youth development and a values-driven work environment.
- Proficiency with Microsoft Office products including Word, Excel, Outlook, and PowerPoint.
- Ability to communicate in a second language, preferred.

## **Required Experience**

- Bachelor's Degree in administration or field relevant to IYF's mission and programs (Social Science, Economics, International Relations, Public Policy) preferred.
- Three years of human resources and/or administration experience.
- Experience working in a cross-cultural environment required.
- Experience working with an international NGO highly preferred.

## **Schedule and Compensation**

- July 31 – December 15, 2017
- Monday – Thursday, 30 hours per week
- \$20 per hour + benefits

## **Location**

Baltimore, Maryland USA



**To Apply**

To apply for this position, please visit our online career portal at <https://iyf-openhire.silkroad.com/> and upload a cover letter and resume.

*The International Youth Foundation is an Equal Opportunity Employer.*