



NursesMC™

Human Resource Coordinator

NursesMC Overview:

Nurses Middle College (NursesMC) was established in 2011 to address the critical nursing shortage and ensure a diverse healthcare workforce is prepared to improve health equity outcomes. The flagship school in Providence, RI, has garnered national and international recognition for its innovative model, outstanding student achievement, and community impact. NursesMC students benefit from a rigorous college preparatory curriculum, healthcare internships, entry-level patient care certifications, and the opportunity to earn up to 16 transferable college credits. Since its inception, the network has expanded to Albany, NY (fall 2023) and plans to open in Nashville, TN (fall 2025). NursesMC operates as a non-profit Charter Management Organization, with its network schools functioning as separate 501(c)(3) entities working collaboratively under the NursesMC model, mission, and vision.

Position Overview:

NursesMC is seeking a dedicated and detail-oriented **Human Resource Coordinator** to support the organization and its network schools. The HR Coordinator will manage various human resources functions, including recruitment, onboarding, employee relations, benefits administration, and ensuring compliance with organizational policies and labor laws.

Essential Duties and Responsibilities:

- Coordinate the onboarding and offboarding processes for all employees.
- Assist with recruitment tasks, such as posting job ads, screening resumes, and scheduling interviews.
- Conduct new employee orientations and ensure the completion of onboarding paperwork.
- Support the development and implementation of HR policies and procedures.
- Coordinate employee training programs and assist with performance management processes.
- Address employee inquiries and provide guidance on HR-related issues.
- Assist with payroll processing and benefits administration.
- Maintain accurate personnel files and HR databases, tracking employee attendance and leave.
- Prepare and submit HR reports as required.
- Participate in HR projects and initiatives to enhance employee engagement and overall organizational effectiveness.

Qualifications:

- Bachelor's degree in Human Resources, Business Administration, or a related field.
- 3+ years of experience in an HR role, preferably in an educational setting.
- Strong understanding of HR principles, practices, and employment laws.
- Excellent organizational and time management skills with attention to detail.
- Proficient in Microsoft Office Suite and payroll software systems.
- Ability to handle confidential information with discretion.

- Strong interpersonal and communication skills, both written and verbal.

What We Offer:

- Competitive salary (\$67,000.00 - \$72,000.00) and benefits package.
- Opportunities for professional development and growth.
- A supportive and collaborative work environment.
- The chance to make a meaningful impact on students and the future healthcare workforce.

How to Apply:

Interested candidates should submit their application on [Indeed.com](https://www.indeed.com).

Application Deadline: October 15, 2024 for priority consideration

Additional Information:

NursesMC is an equal-opportunity employer and encourages candidates from all backgrounds to apply. We celebrate diversity and are committed to creating an inclusive environment for all employees.

Job Type: Full-time

Work Location: In-person