



Open Position Posting

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Organization Description:

Founded in 1988 by Paul Newman, The Hole in the Wall Gang Camp provides “a different kind of healing” to more than 20,000 seriously ill children and family members annually - all completely free of charge. For many of these children and families, Hole in the Wall provides multiple Camp experiences throughout the year at the facility in Ashford, Conn., in more than 40 hospitals and clinics, directly in camper homes and communities, and through other outreach activities across the Northeast and mid-Atlantic.

Position Title:

Human Resource Coordinator

Work Schedule:

Full-time

Location:

New Haven, CT - Hybrid

Position Description:

The Human Resource Coordinator serves as a key member of the organization's Human Resource Department by contributing to recruitment, hiring, and onboarding efforts. The position also works with new hires and existing staff to ensure that training and compliance items are completed as necessary and documented.

Our Human Resource Coordinator can expect to...

- Assist in the maintenance and creation of job description data, working with team leaders to ensure regular review, update, and overall accuracy of position functions and expectations.
- Maintain and enhance a network of recruitment venues and contacts. These could include, but are not limited to: 1) posting sites, 2) higher ed career centers, consortiums, faculty, and staff, and 3) partner organizations.
- Assist with the design and implementation of an org-wide recruitment strategy for full-time and seasonal staff consisting of in-person recruitment events, virtual events, and networking/word-of-mouth efforts.
- Collaborate with volunteer staff to ensure volunteer opportunities are represented alongside staff opportunities whenever possible and vice versa.
- Maintain a calendar of recruitment efforts and work with regional offices to coordinate materials and staffing.

- Maintain a list of current and potential posting locations (including login credentials, posting instructions, cost, and performance information) and post all open employment opportunities.
- Work to leverage recruitment efforts by reaching out to prospective community members regarding ongoing staffing efforts.
- Responsible for background checks for all new staff, as well as annually for existing staff.
- Assist with the stewardship of the the new staff engagement plan process for paperwork, policy and document review, etc.
- Order business cards and name badges for new and existing staff as needed.
- Assist in the maintenance and delivery of current onboarding content and practices.
- Assist in the maintenance and delivery of required training content for new staff, as well as annually for existing staff.
- Responsible for the maintenance of a staff directory and organizational chart.
- Respond to employment verification requests.
- Order labor law posters annually for all regional locations.
- Maintain the integrity and confidentiality of human resource files and records.
- Provide general administrative support to additional human resource processes as needed.

Our Human Resource Coordinator should have...

- Previous experience working with human resources, marketing, and/or communications projects may be helpful but is not required.
- Previous experience with recruitment may be helpful but is not required.
- No minimum education requirement. Coursework in a related field may be helpful.
- An ability to establish positive relationships with a variety of people in multicultural environments.
- A strong comfort level with presenting and speaking to an audience.
- Attention to detail and the ability to maintain consistent and effective systems, always with an eye towards innovation.
- The ability to exercise discretion when dealing with sensitive employment-related information.
- Excellent organizational skills, attention to detail, and an affinity for effective record keeping.
- Excellent verbal and written communication skills.
- Strong self-awareness, inter-personal skills, and an ability to navigate assignments and deadlines in a complex work environment.
- A familiarity with key software and database resources (e.g. Office 365, webforms, etc.) and adaptable digital skills.
- Ability to operate a computer for extended periods of time with appropriate breaks.
- Limited travel as needed to regional offices and to staff recruitment events.
- Valid driver's license and driving record which meets HITWG insurance carrier requirements.
- Full vaccination against COVID-19, plus booster that meets medical requirements.

The Hole in the Wall Gang Camp provides a very competitive salary, a generous benefits package, and growth opportunities for high contributors. To apply, please use the provided link. Due to the volume of resumes received, you will be contacted only if there is interest in pursuing your application. No phone calls please.

[Click Here to Apply](#)

The Hole in the Wall Gang Camp is an Equal Opportunity Employer, does not discriminate on the basis of age, creed, color, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability, nationality or sex, and is committed to a diverse workforce.