



Charlotte Ballet Administration

Job Description – Human Resources Coordinator

The Human Resources Coordinator will be responsible for the daily administration of personnel processes for all departments across Charlotte Ballet. The position will facilitate recruitment functions, new hire on-boarding, benefit administration, payroll, and clerical duties relating to employee files and compliance.

The Human Resources Coordinator will report to the Director of Finance while directly supporting all other members of the Charlotte Ballet Leadership Team, as needed. The successful HR Coordinator will be viewed as an approachable source of support who is extremely organized, diligent about timely follow up, and understands the confidentiality associated with employment matters. In addition, the role must be focused on internal customer service and comfortable with an HRIS technology platform as well as external recruiting platforms.

Charlotte Ballet's mission is to provide artistically excellent programming to diverse audiences in its home city of Charlotte, the Southeast region, and to the varied communities it serves while on tour across the nation. Charlotte Ballet is a Charlotte-based, world class repertory dance ensemble. It performs classic, contemporary, and cutting-edge dance with virtuosity, energy, and artistic excellence for local, statewide, and national audiences. Charlotte Ballet's collective talents provide the opportunity and give us the responsibility to challenge, stimulate, educate, entertain, and thereby enrich our audiences.

Due to current pandemic circumstances and acknowledging the highest care for our staff, patrons, students, and partners, Charlotte Ballet is requiring any successful candidates to be fully vaccinated, specifically defined as "up-to-date" with vaccination and recommended boosters in accordance with CDC and manufacturer guidelines. Candidates are required to submit proof of vaccination upon hire.

Job Description

The Human Resources Coordinator will provide personnel support for the entire employee life cycle. Key elements of the work include:

- **Recruitment:** maintain all job descriptions for accuracy and compliance. Ensure open positions are posted timely and in diverse locations. Receive and screen resumes, then forward to hiring managers and assist in coordinating interviews, prepare offer letters and employment agreements
- **On-boarding:** effectively guide new hires through their necessary pre-employment steps and assist in coordinating their training plan from Day 1 through Day 30. Collect all documentation and input new hires in the HRIS.
- **Payroll:** Process bi-weekly payroll for all departments in the Charlotte Ballet organization paying particular attention to all pay details and ensuring accuracy. Administer and reconcile retirement and Flex plan withholdings for each pay and at year end.
- **Verify accuracy of PTO and sick time recordkeeping system**
- **Benefits Administration:** receive any/all benefits inquiries from Charlotte Ballet staff regarding Medical, Dental, Vision, and all supplemental insurances. Ensure new hires enroll timely and assist in the coordination of annual Open Enrollment. Process changes related to qualifying events. Administer COBRA via third-party vendor. Review monthly invoices from insurance carriers for accuracy and verify employee withholdings.

- Act as liaison between employees and insurance carriers for short-term and long-term disability, as well as worker's compensation claims.
- In addition to securing pre-employment background checks, maintain database of annual background check renewals.
- Off-boarding: effectively guide employees through the necessary procedures and paperwork related to the termination of their employment, including discontinuing insurance coverage, arranging for COBRA notification, retirement plan distributions, and final PTO payout.
- Assist third-party administrators in completion of year-end compliance related to retirement plan, insurance, Affordable Care Act (ACA), COBRA, flexible spending plans, and worker's compensation audits.
- Employee Relations: serve as a confidential resource for employee concerns. Upon receipt, determine appropriate next steps and route the concern appropriately.
- Assist with all clerical duties as needed, i.e. employee files, medical forms, leave requests, offer letters, corrective actions, unemployment claims, employment/wage verifications, open enrollment forms, etc.

Education, Qualifications, and Competencies

- High school diploma; Associate's or Bachelor's Degree in Business, Human Resources or Communication preferred.
- 1-3 years' experience within a company's Human Resources function; non-profit experience preferred, performing arts experience highly preferred.
- Outstanding interpersonal, written and oral communication skills,
- Excellent organizational and time management skills, including proficiency in prioritizing and managing multiple, diverse and ongoing projects; attention to detail; and initiative and independence, combined with the ability to work well as part of a team,
- Works independently and collaboratively for designated assignments,
- Promotes Charlotte Ballet both in and out of the office,
- Display genuine enthusiasm and regularly take steps to measure and enhance work,
- Comfortable working with deadlines and being flexible when unexpected opportunities arise,
- Carries out projects from concept to completion, including information gathering, content development, review, editing and approvals.

FLSA Status/Classification

The Human Resources Coordinator will be considered Full-time and Non-exempt in status.

Compensation and Benefits

- \$16-\$18 / hourly
- Benefits include: PTO, Sick Time, 403(b) Retirement Plan, Medical/Dental/Vision, Short/Long Term Disability, FSA

Charlotte Ballet is an Equal Opportunity Employer, and as such, we recognize our responsibility to embrace and promote Diversity, Equity, and Inclusion (DEI) throughout all aspects and levels of our organization including artistic programming, talent recruiting and retention, training, workplace culture, and community engagement.