



HR & Administrative Coordinator

Job Summary:

The HR & Administrative Coordinator (HRAC) is responsible for coordinating human resources activities, volunteer and administrative operations, employee support, and mission support functions across Volunteer Hospice of Clallam County (VHOCC). This role ensures that VHOCC's day-to-day operations are supported, employee and volunteer systems run efficiently, and mission-critical organizational needs are addressed with professionalism, discretion, and compassion.

This position serves as a key operational support role, interfacing regularly with employees, volunteers, vendors, and community members. The HRAC works in close partnership with VHOCC's mission support team, including the Executive Director, Volunteer Services Manager, Operations Assistant, members of the clinical team, and volunteers.

This is a full-time position, with most of the work taking place in VHOCC's Port Angeles office, with some support needs in the Carlsborg office. Limited remote work may be approved based on workflow needs and management approval.

Primary Responsibilities:

Human Resources & Employee Lifecycle

- Support recruitment activities, including posting open positions, screening applicants, coordinating interviews, arranging shadow experiences, and organizing candidate records.
- Coordinate onboarding of all new employees, interns, students, and residents, including employment documentation, orientation materials, and compliance requirements.
- Support employee offboarding, including separation documentation, system updates, benefits transitions, and records retention.
- Maintain accurate digital and physical employee personnel files, including contracts, certifications, evaluations, disciplinary documentation, and compliance records.
- Manage employee milestone tracking, including anniversaries, benefit eligibility, training requirements, certifications, and review cycles.
- Support performance management processes by organizing evaluation schedules, meeting materials, development plans, and associated documentation.
- Serve as a first point of contact for employee questions regarding policies, benefits, procedures, and HR-related matters.



- Maintain confidentiality across all employee information, documentation, investigations, and communications.

Benefits, Payroll & Compliance

- Manage employee benefits administration, including communication with brokers, employee enrollment changes, annual renewals, and compliance requirements.
- Assist with payroll preparation, PTO tracking, attendance documentation, and employee compensation records.
- Maintain HR-related employee databases, ensuring employee changes, job data, and attendance records remain current.
- Assist with development, implementation, and adherence to HR policies, workplace procedures, and employment compliance requirements.
- Prepare HR reports and support organizational compliance reporting as needed.

Volunteer Coordination & Program Support

- Schedule calendars of all front desk and lending closet volunteers.
- Support coordination of delivery volunteers, assisting with scheduling as needed.
- Support volunteer recruitment, onboarding, orientation, documentation, and scheduling activities as needed.
- Support volunteers doing data entry of volunteer visits or phone calls to patients and families into the records system accurately and in a timely manner.
- Assist with volunteer appreciation efforts, recognition activities, and volunteer communications.
- Support posting of volunteer opportunities and recruitment initiatives.

Administrative Operations

- Interface professionally with staff, volunteers, vendors, families, and visitors in person, by phone, and by email.
- Monitor multiple organizational email inboxes, ensuring inquiries and messages are responded to appropriately and in a timely manner.
- Manage certain communications with patients' families as directed.
- Support files and records retention, maintaining accurate, secure, and up-to-date business records.
- Maintain inventory of office and program supplies and conduct product research when needed.
- Manage bank deposits and support financial administrative tasks as assigned.



- Assist with vendor relationships, service agreements, and coordination of professional services.
- Provide backup support for facilities, systems, and equipment management, including preventative and emergency maintenance coordination.

Communications & Organizational Support

- Manage quarterly newsletters, including:
 - Soliciting articles and content
 - Coordinating internal and external contributors
 - Managing production timelines and deadlines
 - Interfacing with volunteers, graphic designers, printers, and other vendors
- Contribute to social media and organizational communications as needed.
- Support organizational & community outreach events

Schedule:

- Workdays are normally scheduled within the 8:00 am to 5:00 pm timeframe during normal weekdays, with flexibility based on organizational needs.
- Occasionally, there may be a need to work during non-traditional hours, including evenings or weekends, to support organizational events, staffing needs, or operational priorities.
- Work will primarily take place in VHOCC offices in Port Angeles and Carlsborg, with remote work opportunities available with prior management approval.

Wage & Benefits:

- The hourly rate of pay will depend on the experience of the candidate and will be in the range of \$23 to \$28 per hour.
- Miles driven while performing organization business will be compensated at current GSA rates.
- Eligibility for medical, vision, and dental coverage if the person consistently works 20+ hours per week.
- Eligibility for 401K contribution.
- Paid Time Off or Sick Leave pursuant to VHOCC's policies.



Required Skills/Abilities:

- Strong organizational, time-management, and critical-thinking skills.
- Exceptional attention to detail and follow-through.
- Excellent written, verbal, and interpersonal communication skills.
- Strong customer-service orientation with the ability to interact compassionately and professionally with diverse populations.
- Ability to work independently while collaborating effectively within teams.
- Proven ability to handle confidential information with discretion, professionalism, and sound judgment.
- Ability to multitask, prioritize, and proactively identify and solve problems.
- Strong technology skills, including Microsoft Office Suite and the ability to quickly learn additional software platforms.
- Working knowledge of employment documentation, record-keeping practices, workplace policies, and HR administrative processes.
- Flexibility and adaptability

Qualifications:

- Bachelor's degree in human resources, Business Administration, or a related field preferred.
- Minimum of 2–4 years of experience in human resources, office administration, recruiting support, nonprofit administration, or a related field preferred.
- Experience supporting employee lifecycle processes, volunteer programs, or healthcare/nonprofit operations strongly preferred.

Physical Requirements:

- Ability to work on a computer for prolonged periods.
- Ability to sit for prolonged periods.
- Ability to lift 20 pounds at a time.
- Ability to drive between offices and other locations as needed to meet day-to-day business needs.