



Human Resources Coordinator

The Atlanta BeltLine is the largest revitalization effort in the history of Atlanta, encompassing almost 20 percent of the city. It features 22 miles of light-rail streetcar transit, several crosstown streetcar transit line extensions to serve the city's inner core, 33 miles of paved urban trails, over 1,300 acres of new parkland, 46 miles of streetscapes and intersection improvements, one of the South's largest installations of public art, brownfield reclamation, and the creation of 5,600 affordable housing units and 30,000 jobs in the neighborhoods surrounding the underutilized and abandoned railroad corridor. In addition, ABI is committed to advancing equity and inclusion within the organization, along the corridor, and throughout all programs and projects.

Atlanta BeltLine, Inc. is seeking a Human Resources Coordinator to assist in the operation of the Human Resources department. This position supports the Human Resources Director in all aspects of managing the daily duties including maintaining personnel files, onboarding/offboarding, designing, planning, implementing, and maintaining human resources programs, policies, and procedures. The Human Resources Coordinator will assist in the administrative support of the day-to-day operations.

KEY RESPONSIBILITIES

- Promote the Vision, Mission and Core Values of ABI while fostering a collegial work environment.
- Answers frequently asked questions from applicants and employees relative to standard policies, benefits, hiring processes, etc.; refers more complex questions to appropriate senior-level HR staff or management.
- Maintains accurate and up-to-date human resource files, records, and documentation.
- Provides clerical support to the HR department.
- Performs periodic audits of HR files and records to ensure that all required documents are collected and filed appropriately.
- Assists with the organization of annual open enrollment communications and elections process.
- Prepares, receives, processes, and reviews a wide assortment of records, forms, reports, and documentation such as worker's compensation reports, I-9 verification forms, health insurance forms, employment verification forms, memos, letters, and various related personnel forms and records.
- Submit online job postings and schedule interviews.
- Arrange orientation for new hires.
- Maintain Department of Labor & State of Georgia compliance workplace posters.
- Prepare and submit reports relating to general human resources activities as required.
- Performs other duties as assigned.

KNOWLEDGE, SKILLS & ABILITIES

- Excellent verbal and written communication skills.
- Excellent interpersonal skills with the ability to manage sensitive and confidential situations with tact, professionalism, and diplomacy.
- Understanding the impacts of institutional and systemic barriers on marginalized communities and a commitment to integrating equity and inclusion throughout all facets of your work.
- Knowledge of personnel and compliance records management.
- Strong analytical and problem-solving skills.
- Ability to maintain confidentiality is required.
- Knowledge of human resource processes and best practices.
- Familiarity with social media recruiting.
- Excellent organizational and time management skills.

EDUCATION & EXPERIENCE

- Bachelor's degree in Human Resources, Business or related field with 2+ years' experience in an HR/Administrative role. Proficient in Outlook, Excel, Word, PowerPoint, DocuSign

How to Apply

Interested candidates should submit a cover letter and resume to jobs@atlbeltline.org

Atlanta BeltLine, Inc. is an Equal Opportunity Employer and does not discriminate against any employee or applicant for employment because of race, color, sex, age, national origin, religion, sexual orientation, gender identity and/or expression, status as a veteran, and basis of disability or any other federal, state or local protected class.

Equity Note: Research suggests that women and Black, Indigenous and other persons of color are less likely than men and white job seekers to apply for positions unless they are confident they meet 100 % of the listed qualifications. We strongly encourage all interested individuals to apply, and allow us to evaluate the knowledge, skills, and abilities that you demonstrate, using an intentional equity lens.