



Opening Date: 1/30/2019
Closing Date: Open Until Filled

Vacancy Announcement #27-19 Human Resources Coordinator

SALARY: NEGOTIABLE

DC Residents Preferred

EVENTS DC

Engage, Excite, Entertain.

Events DC is the face of conventions, sports, entertainment and cultural events within our nation's capital. As the official convention and sports authority for the District of Columbia, Events DC leverages the beauty, history and diversity of the most powerful city in the world to attract and promote an extensive variety of events, resulting in amazing experiences for residents and visitors alike, and generating economic and community benefits for the city.

Our success comes by focusing on divisions that reflect three lines of business: Conventions and Meetings, Sports and Entertainment, and Special Events, where we make a range of strategic investments in the region's marquee sports, entertainment and cultural properties. Each division is driven by the desire to bring stellar events to Washington, DC by providing superior customer service to our clients and visitors.

SUMMARY DESCRIPTION

The Human Resources Coordinator provides technical assistance in support of the Human Resources Division's administration of Events DC's recruitment effort, as well as provides support in the daily administrative functions of the Human Resources Department. Work is performed under the supervision of the Deputy Director of Human Resources. This position requires a high level of organization skills, impeccable attention to detail, sound communication, proven customer service and excellent computer proficiency.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or logical assignment.

EXAMPLES OF WORK ASSIGNED

- Providing general day-to-day administrative support to the Human Resources department in general and recruitment area specifically.
- Provide administrative support to the Deputy Director, Human Resources.
- Scheduling meetings, answering phones, faxing, data entry and filing.
- Scheduling interviews, coordinating applicant and hiring manager schedules, sending interview confirmations and calendar invites.
- Managing documents germane to the recruitment process such as requisition management, making copies, scanning, making photocopies and ensuring all paperwork is present and complete.

- Create and maintain recruitment databases and information integral to the recruitment process as needed or identified.
- Post open requisitions on internal and external job sites/boards in conjunction with Talent Acquisition Specialist.
- Create and prepare applicant interview packets for hiring manager to utilize during prospective employee interview, forward to hiring manager.
- Manage new hire paperwork appointments, facilitate new hire paperwork and processing in conjunction with and back up to Talent Acquisition Specialist.
- Contribute ideas to the weekly internal newsletter by providing thoughts and/or articles relevant to HR/recruitment.
- Manage and prepare new hire orientation kits, ensuring that there is an adequate supply of promotional items, personnel forms and other informational materials, coordinate catering and all pertinent set up for new hire orientation.
- Responds to general/basic employee recruitment inquiries.
- Posts all HR notices, recruitment notices and information in the North Building employee lounge.
- Prepare reports relating to Human Resources and recruitment related activity as needed/requested.
- Performs other related duties as assigned.

SKILLS, KNOWLEDGE AND ABILITIES

- Ability to express ideas and convey information effectively, both orally and in writing.
- Ability to work well with job applicants, Events DC employees and service partners.
- Customer Service, offering a pleasant customer experience for applicants and employees.
- Proficiency in data input.
- Familiarity with social networking sites and social media for applicant sourcing.
- Ability to exercise tact, courtesy, confidentiality, good judgment, thoroughness, dependability, and to work a flexible work schedule.

CORE COMPETENCIES

- Job Knowledge and Technical Expertise
- Oral & Written Communication
- Attention to Detail
- Planning and Organizing
- Initiative

MINIMUM QUALIFICATIONS

- Bachelor's Degree in Human Resources, Business or Public Administration, or related field; or
- two (2) years of directly related experience in Human Resources; OR
- Any combination of related experience, training and/or education.
- Demonstrated proficiency in the use of Microsoft Office Suite.

DESIRABLE QUALIFICATIONS

- Familiarity with personnel/payroll state-of-the-art databases and systems.

In an effort to protect our environment from paper waste all candidates must apply on-line on our website:

<http://careers.wcsa.com/employment/application.aspx>

Computers are available in the Labor and Contractor Office (Access Control) at 1116 7th Street NW

Monday – Tuesday and Friday – 7:00 a.m. – 11a.m.

Wednesday and Thursday – 8:30 a.m. – 3:00 p.m.

**Washington Convention & Sports Authority T/A Events DC
Human Resources Department
801 Mount Vernon Place, NW
Washington, DC 20001**

All candidates will be considered without regard to race, color, religion, sex, age, national origin, marital status, disability or sexual orientation.