



**HR Project Coordinator
Human Resources
Washington, DC [Headquarters]**

Are you passionate about economic fairness and social justice? Do you want to improve the lives of working people and strengthen the labor movement? If you answered, “Yes!,” then the AFL-CIO may be the right place for you. We are the largest federation of labor unions in the United States, and our team of dynamic professionals is dedicated to growing worker power and ensuring every working person has a voice on the job. When you work at the AFL-CIO, you’re more than just an individual employee—you’re helping to lead a movement with a proud history and a bright future ahead.

OVERVIEW OF RESPONSIBILITIES:

The HR Project Coordinator is responsible for developing, coordinating and implementing programs and special projects for the Human Resources Department including, but not limited to, training, orientation, ergonomic review, safety, emergency response and employee relations. The coordination of projects also includes specific events such as Administrative Professional Day, Fight the Flu Clinic and Bring Your Child to Work Day.

DESCRIPTION OF DUTIES:

- Work with the HR Director to determine special project budget, strategy, goals and timelines;
- Assist HR Director with contract application and compliance and generally supporting problem solving, employee relations, corrective action disciplinary matters, grievances and arbitrations;
- Working in coordination with the budget administration team, will be the primary for department reporting and compliance including the review of data to determine benefit/program utilization and access;
- Conceptualizes, Prepares, evolves and maintains orientation materials and support;
- Department representative for Diversity and Inclusion and Code of Conduct policies;
- Responsible to recommend and utilize technology for the effective department communication, presentation of training, and development of programs/processes for all employees;
- Modernizing current systems and processes and continuing the integration of technology by staying abreast of trends that enhance HR systems and processes and the overall employee HR experience;
- Assess organization-wide developmental needs to conceptualize and drive training initiatives, including follow up to evaluate and measure results;
- Liaison with all departments and outside organizations regarding current and future projects;
- Develop strategic alliances with labor and non-labor partners;
- Work with department leads and other appropriate staff to develop project plans with regular reporting, communication and follow-up mechanisms;
- Establish accountability and appropriate post-project debriefs with department director;

- Develop and assure project strategies are streamlined to maximize available resources;
- Assists employees, supervisors and department directors in resolving work-related conflicts through general support and guidance within the parameters of the collective bargaining agreements;
- Interfaces with all employees and internal and external organizations;
- Assesses exit interview results and manages all necessary follow up with the respective department;
- Coordinates and participates in quality assurance activities;
- Prepares and submits reports as requested;
- Performs other incidental and related duties as assigned.

QUALIFICATIONS:

- Bachelor's degree preferred with a minimum of eight years of labor union-related experience preferably in human resources;
- Proficient knowledge of management-labor relations; the principles, practices and procedures in accordance with a collectively bargained environment;
- Demonstrated ability to lead by example and foster mentoring relationships;
- Demonstrated experience coordinating training and developmental programs;
- Demonstrated ability to work in a confidential and politically-sensitive environment;
- Demonstrated ability to exercise excellent political judgment and discretion;
- Superior verbal, written communication and multi-tasking skills;
- Demonstrated superior interpersonal skills with a demonstrated commitment to customer service and problem resolution;
- Demonstrated ability and willingness to work collaboratively and put forth extra effort as required;
- Propensity and interest in development of systems or processes that successfully enhance the efficiency of special project work;
- Technical capacity and propensity to learn to evolve and enhance the work of the department;
- Strong interpersonal skills with ability to work cooperatively and successfully with multiple departments;
- Excellent listening, interpersonal, communication (written and verbal) and problem-solving skills;
- Strong working knowledge of the AFL-CIO and its affiliate members;
- Ability to work within the Human Resources team in both a lead and supportive role;
- Highly organized with effective time-management and project management skills, including prioritizing and managing multiple tasks and projects;
- Ability to work long and extended hours when needed;
- Senior Professional in Human Resources (SPHR) certification preferred;
- Computer efficiency required.

Please note that the AFL-CIO requires all staff to be fully vaccinated unless granted a medical or religious exemption as set forth in EEOC guidelines.

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