



# Cow Creek Government Office

## Position Description

**Position Title:** Employee Relations/Activities Coordinator

**Department:** HR

**Reports To:** HR Director

**FLSA Designation:** Non-exempt

**Date Written/Revised:** 07/17/2019

**Pay Grade:**

### POSITION PURPOSE:

Plans, organizes, and conducts various employee functions designed to build morale and foster teamwork. Under minimum supervision, this role will deliver HR solutions in a number of key areas, such as, staff development and training, assessment, employee relations, HR communications, as well as support leadership efforts to foster a culture of engagement and empowerment that consistently values our employee workforce.

### ESSENTIAL FUNCTIONS:

- Plans and executes employee morale & team-building activities throughout the year. This may include monthly employee Lunch & Learns, Holiday parties, service/recognition award programs, etc.
- Coordinate trainings and seminars that actively engage all levels of staff.
- Perform New Hire Orientations.
- Maintain employee records in HRIS system.
- Assist in maintenance of the employee handbook.
- Responsible for maintaining and implementing the birthday and years of service programs as well as the employee drivers list and regroup notification system.
- Schedule meetings, interviews, events, and maintain agendas.
- Responds and documents requests for employment verifications.
- Conducts exit interviews with employees who voluntarily quit. Assess the usefulness of the information obtained through such interviews and relays it to the appropriate Supervisor/Manager.
- Assists with the annual employee survey. Helps to design and disseminate the employee questionnaire.
- Continually assess the milieu of the property and reports issues of employee dissatisfaction and favorable items as well as potentially unlawful or discriminatory acts to the director. May meet with employees to mediate.
- Provides constructive input to foster process improvement within the department.

**QUALIFICATION:**

- Associates degree and 3-4 years of related HR experience
- Must be able to work independently and within property guidelines in conjunction with all employee events.
- Must have excellent organizational, verbal, interpersonal, and customer relation skills.
- Proficiency in Word and Excel.
- Employee needs to maintain a neat, clean, and well-groomed appearance at all times (specific standards available).
- Current Oregon Driver's License with the ability to qualify for the Cow Creek Government Office's Drivers Program.

