

MIRA Vacancy: People and Administration Coordinator

Summary:

MIRA is looking for a detail oriented part-time People and Administration Coordinator to ensure smooth daily operations of the office and human resources functions. Human resources functions will include maintaining HR files, job applicant processes, benefits enrollment, on- and off-boarding, retention, and updating job descriptions. The work will be grounded in MIRA's values as well as human resources best practices. The position reports to MIRA's Senior Director for Finance and Administration.

24 hours/ week, preferably 4-5 days a week, in-person at the MIRA office at 69 Canal Street.

Functions:

Administration and Office Management

- Ensures the smooth operations of the MIRA office space and facilities, including managing external vendors, invoices, receipts for the normal running of the office.
- Supports management of organizational databases.
- Ensures the confidentiality and security of files and filing systems.
- Ensures office supplies are maintained, including checking inventory and working with vendors to ensure adequate levels of necessary supplies at all times.
- Assist in coordinating staff events, meetings and support all staff communications.
- Greets and directs visitors as needed, answers phone inquiries in a courteous, professional manner.

Human Resources

- Maintains human resources records including employment files, ensures proper documentation is generated and maintained regarding job information, offer letters, compensation, benefits, and performance reviews.
- Administers staff benefits including: medical, dental, vision, short- and long-term disability insurance, and FSA enrollment during onboarding, at year-end open enrollment, and for qualifying life events.
- Manages the HRIS system and coordinates tightly with Finance over onboarding, enrollments, payroll deductions, off-boarding processes.
- In close partnership with hiring managers, coordinates in part or in full, the life cycle of recruiting, assessing candidates, reference checks, offers letters, and onboarding.

- Manages the HRIS system and coordinates tightly with Finance over onboarding, enrollments, payroll deductions, off-boarding processes.
- Maintains the relationships and contracts with MIRA's benefits and HR providers.
- Ensures compliance with federal, state, and local employment laws and regulations, and organizational policies.
- Upon request, participates in researching, developing, and implementing policies and procedures, all with an equity lens – including employee handbook, job descriptions, and other materials.
- Upon request, participates in coordinating the annual salary review and evaluation process with external partner.
- Champions MIRA's internal work to strengthen our culture of anti-racism.

Skills and Experience

- A minimum of one years of generalist human resources experience
- Strong attention to detail and willingness to handle any task to ensure smooth operations
- A commitment to anti-racism, social justice and MIRA's mission of advancing the rights of immigrants and refugees, and a desire to co-create an organization that reflects those values in our internal operations
- Excellent written and verbal communication
- Excellent organizational skills and proven ability to multitask
- Proven ability to think strategically

Salary

The salary range for the PT position is \$34,000 - \$36,000, depending on experience.

To Apply

To apply, email hrrecruiting@miracoalition.org with a resume and cover letter, with "People and Administration Coordinator" in the subject line of the email.

Background

MIRA is the largest coalition in New England promoting the rights and inclusion of immigrants and refugees. With offices in Massachusetts and [New Hampshire](#), we advance this mission through education

and training, leadership development, institutional organizing, strategic communications, policy analysis and advocacy.

MIRA is a dynamic and multi-ethnic coalition with more than **140 organizational members**, including grassroots community organizations; refugee resettlement agencies; providers of social, legal and health services, faith-based organizations and civil and human rights advocates. We organize and empower our members and allies, and together we mobilize immigrant communities to advocate for themselves, and amplify and support their voices. MIRA is a respected leader on immigrant issues at the state and national levels, and an authoritative source of information and policy analysis for policymakers, advocates, immigrant communities and the media.