

PEOPLE & CULTURE COORDINATOR

Spokane, WA

About Empire Health Foundation

Empire Health Foundation, a 501(c)(3) nonprofit foundation, was founded in 2008 through the sale of Deaconess Hospital and Valley Medical Center. We believe health is a fundamental human right and boldly advance health equity in eastern Washington. Through a collaborative approach to philanthropy, we center community voice, knowledge, and experience in our actions. We prioritize deep relationships with our communities, confronting systems of poverty and racism, while pursuing innovative solutions to improve health and quality of life.

Our core values of community, integrity, trust, compassion, and unconditional love guide our work. We address equity by investing in sustainable systems change that results in healthier, more vibrant communities for all.

Empire Health Foundation now invites applications for a People & Culture Coordinator to join its Operations team.

Job Summary

The People & Culture Coordinator role is a **Full Time, Temporary position**. The length of the position will be one year, with the potential to extend for an additional year. The ideal candidate will possess excellent interpersonal and customer service skills, and will apply their knowledge of the Human Resources focus areas to contribute to fostering an equitable, high performing, and values-driven organizational culture.

The People & Culture Coordinator is part of a team that supports HR activities for the Foundation and its shared service partner, Family Impact Network. Reporting to the Senior People & Culture Manager, this individual will support practices and programs that create an environment in which staff are engaged, valued and developed, while helping to ensure the consistent and fair application of HR policies and organization-wide systems to contribute to the culture and mission of the foundation.

Essential Job Functions

- Assist with achieving various human resource plans, procedures and policies for all organizational personnel.
- Assist with implementation, roll-out, and maintenance of Human Resources Information System (HRIS).
- Support the recruiting process; collaborate with Senior People & Culture Manager to facilitate recruiting practices that emphasize equity, efficiency and collaboration.
- Perform routine tasks required to administer and support human resource areas and programs including but not limited to: HRIS, benefits administration, recruiting, on-boarding, compensation, employment law compliance, leave, performance management, training, and recognition.
- Participate in developing department goals, objectives and systems.

- Assist in achieving established departmental goals. Recommend new approaches and procedures to continually improve efficiency of the department and services performed.
- Support and contribute to a healthy, inclusive and collaborative team culture.
- Respond to internal and external HR related inquiries or requests and provide assistance.
- Maintain compliance with federal, state, and local employment and benefits laws and regulations and recommended best practices.
- Perform other duties as assigned.

Qualifications

- 1 or more years of human resources administration experience preferred.
- Bachelor's degree in HR, Business Administration or relevant area of study (may substitute relevant experience).

Required Skills

- Demonstrated high level of ethics, integrity, and confidentiality.
- Ability to prioritize, manage and follow up on multiple responsibilities and action items independently while meeting deadlines.
- Strong verbal and written communication skills.
- Demonstrated cross-cultural sensitivity.
- Evidence of being a team player and supportive colleague with strong interpersonal and customer service skills.
- Accuracy and attention to detail.
- Strong ability in using technology and MS office suite.

Starting Salary

\$45,000 - \$53,000

Staff COVID-19 Vaccination and Office Guidelines

EHF currently requires that all employees must show proof of full vaccination* against the COVID-19 virus in order to work in person at the office.

Staff are required to show proof of COVID-19 vaccination with Human Resources.

All staff are currently required to wear masks in common areas and meeting spaces (i.e., anywhere outside their individual work space).

(*2-dose Moderna or Pfizer; 1 dose Johnson & Johnson)

To Apply

Candidates may submit their cover letter and resume to Rebecca Johnston at rebeccaj@empirehealthfoundation.org.

EHF serves a diverse community and encourages applications from qualified individuals who reflect the growing diversity that enriches Spokane and the surrounding counties.

Empire Health Foundation is an EEO employer.