

Personnel Co-Coordinator

This position manages the organizational structure of the Hub Bike Co-op including: hiring, scheduling, worker handbook, training, evaluations/reviews, and resolution and grievance procedures. This position collaborates with the Internal Operations Coordinator to ensure all Personnel related concerns are being addressed. The Personnel Co-Coordinators report to Hub Worker Owners. This is a full-time, year-round position, requiring 12-20 hours a week for administrative tasks (this amount fluctuates depending on the time of year and needs of the position), with the remainder of the hours worked in either the Front End or Service Departments. This position qualifies as level 4 of the wage scale. Compensation is determined by previous experience.

Responsibilities:

- Collaborate with Co-Coordinator on the preparation of agenda and rotate facilitation of monthly meetings for Personnel Committee
- Work with employees to make sure their job descriptions are current and that they understand their job expectations
- Perform all necessary hiring tasks according to policy including:
 - Work with Department Coordinators to determine hiring needs
 - Keep applications organized in G Drive and forward applications to the appropriate hiring committees
 - Corresponding and scheduling interviews with applicants
 - Maintain all hiring documents and bottomline onboarding for all new hires
- Carry out appropriate Review Processes: make sure that employees understand their review process schedule reviews, send out review forms, organize all review records
- Maintain accurate files for all hire/worker documents and all applicants; keep HR files in compliance with applicable Federal and State Labor laws
- Maintain record of pay scales and wage adjustments according to policy. Monitor employee hours credits, make note of changes digitally and inform Payroll of any changes
- Keep handbook updated, current, and accessible
- Provide and organize Personnel related trainings for the Hub as needed, including: facilitation, mediation, communication, co-operative development, candid conversations, and Hub policy and processes
- Communicate information from the Personnel committee to other areas of the shop including worker owners and Hub workers via updates at general meetings and through emails
- Facilitate the Resolution Process and ensure it is followed by the Hub Bike Co-op
- Give assistance to Hub staff that are experiencing conflicts and help aid them in resolution and if necessary provide mediation, or enlist 3rd-party mediation
- Facilitate health insurance enrollment for eligible Hub employees
- Work with bookkeeper to see that Unemployment Insurance benefit guidelines are met and followed, as well as filing workers' comp claims and other employee forms and documentation that is needed from employers
- Facilitate the planning & budgeting for Personnel Winter Projects, and check-in with bottom liners
- Post current and/or annual "who does what at the Hub" chart of who is on each committee and who fills each job
- Verify workers' timesheets

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Desired qualifications:

- Experience in communication and interpersonal group relations
- Organized and detail oriented
- Ability to prioritize tasks and work independently and efficiently
- Ability to have candid conversations with co-workers and maintain an open and respectful environment
- Experience with conflict resolution and/or mediation
- Experience in human resources and personnel management
- Experience in cooperative development
- Motivated individual
- Experience with facilitation and consensus process, management, and/or running a business
- Experience maintaining confidentiality without bias.

Time Expectations:

- Flexible scheduling according to time of year
- Must attend general meetings (2 hours/month)
- Must attend and organize monthly personnel meetings (2-4 hours/month)
- Must attend Finance Meetings (2 hours/month)

Compensation

- Starting wage is 18.75/hr, with consideration for experience
- PTO plus the flexibility to request additional unpaid time off
- Employee discounts on bike and product purchases
- Paid parental leave available after 1250 hours worked
- Option to apply to become a Worker-Owner after 1000 hours worked, which includes access to health insurance (premiums subsidized by the Hub) and annual patronage dividends

The Hub Bike Co-op does not and will not discriminate for or against any employee or applicant for employment based on sex, gender expression, gender identity, race, religion, creed, color, national origin or ancestry, age, disability, marital status, sexual orientation, military or veteran status, genetic information, child or spousal support withholding, citizen or immigration status, or status with regard to public assistance. This policy applies to all aspects of employment at the Hub Bike Co-op, including recruitment, advertising, hiring, training and development, promotions, transfers, terminations, demotions, layoffs, compensation and benefits, social and recreational programs, and all other conditions and privileges of employment in accordance with applicable federal, state, and local laws.