



## MIXTECO INDIGENA COMMUNITY ORGANIZING PROJECT RECRUITMENT SPECIFICATION

**JOB TITLE:** HR/Payroll Coordinator

**DEPARTMENT:** Administrative

**PROGRAM:** Human Resources

**REPORTS TO:** Executive Director

**SALARY:** \$24/hour - \$28/hour

**BENEFITS:** Health benefits (medical, dental, vision), 403(b) with employer contribution, 13 paid holidays, paid Vacation and Sick time, 10 days winter break (typically last two weeks in December, returning Jan 2; employee paid supplemental insurance (i.e. life, accident, etc).

**LOCATION:** MICOP, Oxnard Office

**STATUS:** Non-Exempt

**HOURS WORKED:** Full-Time, 40 hours per week

**HOW TO APPLY:** To apply, send resume to and cover letter to: [HR@mixteco.org](mailto:HR@mixteco.org)

**DEADLINE TO APPLY:** **Open until filled**

**Note: You will receive an email or phone call ONLY if we decide to schedule an interview or if we have follow up questions.**

### ABOUT MIXTECO INDIGENA COMMUNITY ORGANIZING PROJECT

Founded in 2001, Mixteco/Indígena Community Organizing Project (MICOP) supports, organizes and empowers the indigenous migrant communities of California's Central Coast through improved access to health and community resources, community organizing, language interpretation, education, direct assistance, cultural promotion, and our indigenous-led Radio Indígena community radio station. MICOP offers a fast-paced, multilingual and multicultural work environment dedicated to carrying out our mission.

### Summary

As a Human Resources Coordinator, you will play a crucial role in supporting various HR functions and initiatives within MICOP. Working closely with the HR Generalist, you will be responsible for assisting with recruitment, onboarding, employee relations, and administrative tasks. Your attention to detail, strong communication skills, and passion for HR will be essential in helping us maintain an efficient and employee-friendly workplace environment.

### Responsibilities

- Support hiring managers during the recruitment process and screen resumes and applications to identify qualified candidates.

- Review, track, and document compliance with mandatory and non-mandatory training, continuing education, and work assessments. This may include safety training, anti-harassment training, professional licenses, aptitude exams, and certifications.
- Facilitate introductions and training for new employees to help them integrate into the company culture.
- Manage increases in salary, overseeing paid time off policies, and administering the retirement plan to ensure compliance
- Assist in enhancing employee engagement through effective recognition and rewards programs, fostering a positive work environment and promoting employee satisfaction
- Serve as a point of contact for employee inquiries and concerns.
- Assist with the resolution of employee relations issues in compliance with company policies and procedures.
- Maintain employee records and ensure confidentiality of sensitive information.
- Provide administrative support to the HR department, including file management, data entry, and document preparation.
- Assist with HR projects and initiatives as needed.
- Perform background checks and employment eligibility verifications.
- Stay updated on HR best practices and compliance requirements.
- Process the company's payroll
- Calculate and prepare agency employee benefits billing packages (e.g. Medical, Dental, Vision, Life, Worker's Comp., etc.)
- Process employee expense reimbursements through payroll. (e.g. mileage, travel, etc.)
- Providing information and answering employee questions regarding payroll matters
- Process bi-weekly payrolls including Direct Deposit and manual checks
- Process all payroll-related tax items, tax withholdings, and deductions
- Process manual checks for terminations
- Responsible for initiating and maintaining benefits
- Responsible for communication and maintaining Leaves of Absence
- Other duties as assigned.

### **Requirements**

- Demonstrated commitment to the mission, vision, and values of MICOP.
- Knowledge of HR principles, practices, and regulations.
- Strong communication skills, both verbal and written.
- Excellent organizational skills and attention to detail.
- Ability to maintain confidentiality and handle sensitive information with discretion.
- Proficiency in MS Office Suite and HRIS software.
- Positive attitude and willingness to learn.
- Ability to work collaboratively and independently. Ability to have a positive working relationship with MICOP staff, members, and allies.
- Ability to work in person at MICOP's Oxnard office and travel to all of MICOP's California locations as needed (currently Santa Maria and Paso Robles).
- Prolonged periods of sitting at a desk and working on a computer.

**Experience**

- Bachelor's degree in Human Resources, Business Administration, or related field required.
- At least one year experience in HR or administrative role required
- Previous non-profit experience is highly desired.
- Experience using ADP for payroll is highly desired
- Bilingual in English/Spanish required. Mixteco or other indigenous languages is a plus.

**MICOP IS AN EQUAL OPPORTUNITY EMPLOYER  
WOMEN AND PEOPLE OF COLOR ARE ENCOURAGED TO APPLY**