Allied Media Projects is seeking a People and Culture Coordinator!

Background

Allied Media Projects (AMP) has been cultivating media for liberation for over twenty years. Rooted in Detroit and connected globally, AMP supports a network of media makers, artists, educators, and technologists working for social justice. Through fiscal sponsorship, AMP envisions and attempts to model a world where we cultivate care and joy, dismantle harmful systems, and assume responsibility for creating new and liberatory ways of being. AMP’s Sponsored Projects Program provides fiscal sponsorship, training and capacity building to people and projects aligned with AMP’s mission.

To learn about AMP, check out the following links:

• Profiles of our Sponsored Projects
• Facebook
• Twitter
• Instagram

People & Culture @ AMP

Allied Media Projects is committed to fostering a healthy, exciting workplace environment in which talented humans combine forces to accomplish incredible things. Our People and Culture department works to ensure that AMP and its network of sponsored projects have the multi-talented humans we need to grow and evolve our work and that these humans are well cared for. We strive to make HR more humane, equitable, and transformative.

Role Overview

Updated 12/18/2023
The role of the People and Culture Coordinator is to help ensure that AMP and its network of sponsored projects have the multi-talented humans needed to grow and evolve our work and that these humans are well cared for.

Responsibilities

Day-to-day Support
- Support in managing staff concerns, questions, and grievances promptly through the HR email inbox, and liaison with appropriate parties to seek resolution or answer questions.
- Track various requests that come to HR - professional development, flex time, technology stipends, etc.
- Manage processes within all systems - Asana, ADP, Formstack, etc.
- Support the People and Culture team in all aspects of HR-related initiatives and day-to-day work, such as email and system management.
- Share existing documents outlining policies and best practices by request (ex: employee growth plans, PIPs).

Benefits
- Administration of the employee benefits programs including, but not limited to, medical, dental, retirement, leave, and health savings.
- Support finance with reconciliation of invoices from carriers.
- Ensure all enrollments/updates are processed in a timely manner.
- Partner with AMP’s benefits broker to provide a positive employee experience.
- Troubleshooting between providers (ADP, brokers, consultants, benefit providers, etc.)

Employee Life Cycle
- Lead hiring processes, including the development and circulation of job descriptions and job postings, interviews, offer letters, employment agreements, and orientations.
- Annually coordinate the process of updating job descriptions and support staff evaluations.
- Assist in coordination of periodic staff evaluation processes.
- Conduct exit interviews and provide additional support in the process of employee job transitions as needed.

Process Improvement
- Co-facilitate the design and implementation of activities that promote healthy organizational culture.
● Co-facilitate creation of a database of resources for well-being.
● Stay abreast of emerging best practices in non-profit HR management. Conduct regular review of AMP practices and recommend redesign or improvements.
● Partner with Payroll Manager to work on assigned overlapping projects and tasks related to employee support and management.

Strategy
● Contribute to the design of a People & Culture strategy for Allied Media Projects that helps us achieve strategic mission, budgetary, and programmatic goals.

Other
● Receive ongoing training mentorship and professional development from HR professionals.
● Provide support on special projects as needed.

Organizational Culture
● Adhere to AMP Working Agreements.
● Participate in AMP staff meetings and in-person retreats.
● Actively participating in virtual meetings with the team.

Qualifications

Need to have…
● High School Diploma required, with 3-4 years’ of related experience.
● Proficiency with Microsoft Office (Word, Excel, and Outlook, or equivalent.
● Strong multitasking abilities in a fast-paced, demanding environment
● Ability to handle confidential material with sensitivity and maintain confidentiality.
● Proactive project management with a self-motivated and focused approach.
● Positive and collaborative team attitude.
● Excellent spelling, grammar, and editing skills.
● Excellent communication (verbal and written) and interpersonal skills.
● Independent and team-oriented work capabilities.
● Ability to develop strong relationships across all levels of employees.
● Exceptional organizational skills and meticulous attention to detail
● In-depth knowledge of federal and state regulations.
● Decision-making and problem-solving skills.
● Outstanding customer service and relationship-building abilities.
Nice to have . . .

- Bachelor's degree in business administration or human resources.
- 3+ years of full-cycle HR experience.
- Expert knowledge of HR information systems with ability to learn new platforms quickly.
- Proficiency in ADP Workforce Now and Employee Navigator.

Job Details and How to Apply

This role's salary range is $55,000K-$60,000K and includes a competitive benefits package including: employer sponsored Medical, Vision, Dental, FSA, and retirement matching. The worksite will be 4731 Grand River Ave, Suite 400, Detroit, MI and the hours of work will be Monday–Thursday, 10am-6pm. This role will operate in a hybrid environment, with staff on-site 1-2 days per week. However, we are open to considering a remote work arrangement for the right candidate.

The ideal start date for this role is **February 20, 2024, or as soon as possible.**

**To apply:**

Please send the following to work@alliedmedia.org with the subject line “**Last Name, First Initial - AMP Human Resources Coordinator**”

- Cover Letter
  - Please include an answer to the question: “What does People and Culture support mean and look like to you and why are you a good match for this role?
- A resume/CV

All completed applications will be considered on a rolling basis until the position is fulfilled.

*Allied Media Projects is an Equal Opportunity Employer and does not discriminate on the basis of race, creed, color, gender, gender identity, gender expression, age, ethnicity, national origin, immigration status, sexual orientation, religion, HIV serostatus, disability, height, weight, veteran status or marital status.*

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