



HR Coordinator & Recruiting Assistant

Position Overview

Are you passionate about helping others and looking to grow your career in human resources? Do you thrive in a role where you can support both employees and an organization that truly makes a difference? If so, this opportunity could be perfect for you!

Our client, **Shelterhouse**, located near downtown Cincinnati, is more than just a workplace—it's a community of residents, staff, and volunteers working together to provide essential human services to those experiencing homelessness. With a mission centered on unconditional care and compassionate assistance, Shelterhouse empowers individuals to transition from homelessness to stability.

We're looking for a **full-time HR Assistant** to play a vital role in managing the daily operations of the Human Resources department. In this position, you'll have the opportunity to recruit top talent, lead new hire orientations, maintain employee records, and support key HR functions—all while learning and growing in your career. Reporting directly to the Chief Operating Officer, this role is ideal for those with some HR experience who are eager to expand their skills in a supportive and mission-driven environment.

While Shelterhouse operates **24/7**, this position offers flexible, full-time onsite hours from Monday to Friday.

Ready to make an impact and grow your HR career? Apply today and become part of a dynamic team!

Key Responsibilities

- Serve as a point of contact for employees, addressing their queries and concerns related to HR matters.
- Manage full cycle recruitment process, including job postings, screening resumes, conducting interviews, and coordinating with hiring managers.
- Conduct orientation sessions for new employees to familiarize them with company policies and culture.
- Maintain human resource information system, employee records, PTO banks, payroll changes, and serves as a backup to the Payroll Lead.
- Assist in the development and implementation of HR policies and procedures.
- Generate regular reports on HR metrics to aid in strategic planning and decision-making.
- Pivot and adapt to changing priorities, demonstrating flexibility to work on project-based assignments as needed.

Requirements

- Associate's degree in human resources, Business Administration, or a related field, or equivalent experience.
- Minimum of 2 years of experience in human resources-related roles.
- Minimum of 2 years of experience in full-cycle recruiting.
- Proficiency in computer skills, including data entry, data processing, communication tools, and human resources software.

Desired Attributes

- Excellent communication and interpersonal skills, capable of interacting effectively with personnel at all levels.
- Self-motivated, Disciplined, Detail oriented, and takes initiative.
- Ability to multitask and prioritize projects and assignments as per requirements.
- Capable of working efficiently in a fast-paced environment and making informed decisions.

Benefits & How to Apply

In addition to the fulfillment of working in an organization that works relentlessly to end the cycle of homelessness in Cincinnati, they offer competitive pay, a flexible schedule, 401K, Generous PTO, Paid Holidays, Health Insurance, Vision & Dental.

One Digital is working with this client on a retained search basis. If you meet the qualifications and want to join this team of talented individuals, please send your resume to Tiesha.mathis@onedigital.com.

