IRONBOUND COMMUNITY CORPORATION
Job Description Form

Program Name: Admin
Job Location: 317 Elm Street
Job Title: HR/COVID Assistant
Reports to: Fred Feliciano Title: HR Manager

Hours: ☐ Exempt ☒ Nonexempt
Type of position: ☐ Full-time ☐ Part-time ☒ Consultant/Contractor ☐ Intern
Other comments: Temporary role is 20 hours per week.

JOB DUTIES
The Ironbound Community Corporation (ICC) is a 50-year nonprofit organization whose mission is to engage and empower individuals, families and groups in realizing their aspirations and, together, work to create a just, vibrant and sustainable community. ICC strives to address the needs of our diverse, multi-lingual, multi-cultural community. Today, ICC serves more than 1,000 children and families every day with a wide range of programs and services. ICC also strengthens communities through advocacy, neighborhood organizing, and community development initiatives.

Under the supervision of ICC’s Human Resource Manager, the HR/COVID Assistant will handle the day to day/administrative tasks regarding ICC’s COVID-19 and Vaccine Mandate policy. Role is critical in ensuring compliance and ensuring safety protocols are followed. Role acts as liaison with our testing vendor and is the first line of defense in tracking leaves, managing compliance and communication. The HR/COVID Assistant will also handle other HR tasks as assigned.

ROLES AND RESPONSIBILITIES

- Track all organizational COVID leaves for close contact quarantines and isolations due to a COVID-19 positive test result
- Serve as liaison/point person with COVID-19 testing vendor - NJ COVID Testing
- Set up employees for bi-weekly testing and weekly testing for unvaccinated school staff
- Maintain Sign Up Genius test dates, communication etc
- Stay up to date with new legislation regarding vaccine mandates, testing
- Maintain spreadsheets that contain confidential health data such as vaccination status and test results
- Track employee/volunteer/consultant vaccine mandate compliance for current and new hires
Expedite all new hire vaccine exemption requests
Administrative tasks surrounding recruitment, compliance and special projects
Other duties as assigned

**JOB SPECIFICATIONS OR QUALIFICATIONS, SPECIAL WORKING CONDITIONS**

- Alignment with ICC’s mission and values
- A High School Diploma or GED Equivalent. Bachelor’s degree preferred
- Minimum of 1 – 3 years experience in human resources and/or dealing with compliance regarding COVID-19
- Excellent communication skills (oral and written)
- Knowledge of federal and state employment requirements and experience in compliance practice
- Experience in working in a non-profit environment preferred

**ICC is an Equal Opportunity Employer** and is committed to further building and maintaining a staff that reflects the full range and diversity of our community. We are looking for a diverse applicant pool and strongly encourage women of color, persons with disabilities, immigrants, members of the LGBTQ community, and people from low-income and working class backgrounds to apply.

If interested, please send a resume and cover letter to HRCOVIDAssistant@ironboundcc.org with the subject line “HRCOVIDAssistant”