

Human Resources Coordinator

Elizabeth Freeman Center (EFC), a nonprofit serving survivors of domestic violence and sexual assault across Berkshire County, seeks a full-time skilled and values-driven Human Resources Coordinator to oversee and strengthen our HR systems during a period of organizational growth and transition.

This role is responsible for building and maintaining strong HR infrastructure while supporting a compassionate, inclusive, and trauma-informed workplace culture. The ideal candidate brings both technical HR expertise and a deep commitment to equity, care, and accountability, and is comfortable working in a mission-driven, complex nonprofit environment.

Key Responsibilities

- Manage day-to-day HR operations, including hiring, onboarding/offboarding, personnel records, HR systems, payroll and benefits coordination, and compliance with federal, Massachusetts, and funder requirements.
- Lead equitable and inclusive recruitment processes and coordinate onboarding in partnership with supervisors and leadership.
- Support supervisors with evaluations, feedback, corrective action, conflict resolution, and workplace investigations as needed
- Maintain HR policies, employee handbook, job descriptions, and coordinate required training while supporting values-based supervision and organizational culture initiatives

Qualifications

Required

- Associate degree; (Bachelor's degree preferred)
- Minimum 3–5 years of progressive HR experience (nonprofit experience preferred)
- Working knowledge of employment law and HR best practices in Massachusetts
- Strong organizational, communication, and interpersonal skills
- Demonstrated ability to handle confidential and sensitive information with integrity
- Commitment to equity, inclusion, and trauma-informed practice

Preferred

- HR certification (SHRM-CP, PHR, or equivalent)
- Experience supporting supervisors and leadership teams
- Bilingual skills (Spanish preferred but not required)

Compensation & Benefits:

Elizabeth Freeman Center believes in offering all staff: competitive salary and benefits, engaged and dedicated colleagues, training and education in best practices, career development opportunities, openness to innovation, and the opportunity and resources to do meaningful, impactful work. The salary range for this position is \$55,000/year to \$65,000/year commensurate with experience. EFC pays 85% of health insurance premiums and contributes to an FSA. EFC has generous paid leave as well as other benefits.

Applying:

To apply, please send cover letter and resume to jobs@elizabethfreemancenter.org. Deadlines are rolling until position has been filled.

EFC is an Affirmative Action/Equal Opportunity Employer. Survivors of domestic or sexual violence, people of color, people with disabilities, people who are bilingual/bicultural, and members of the LGBTQ community are strongly encouraged to apply.