Job Title: HR and Onboarding Coordinator
Department: Human Resources
Reports to: HR Generalist
FLSA Status: Non-Exempt
Salary Grade: $28.73 - $39.23
Location: Coos Bay

This position is a covered position as defined in the Coquille Indian Tribe Chapter 185 Child Protection Ordinance. Candidate must pass a pre-employment drug screen, Criminal, and Character Background Check.

SUMMARY OF MAJOR FUNCTIONS

Under the general supervision of the Human Resources Generalist, the HR and Onboarding Coordinator provides advanced administrative and program coordination support to the Human Resources Department. This role assists with HR projects, policy and procedure updates, employee programs, data and reporting, and day-to-day departmental operations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Orientation Administration

- Coordinates, schedules, and facilitates the Tribe's New Hire Orientation.
- Prepares materials, manages logistics, and ensures all content reflects Tribal values and current organizational practices.
- Tracks attendance, gathers feedback, and recommends program improvements to HR leadership.

General HR Support

- Provides backup support to HR team members as needed.
- Assists with research, drafting, and documentation for HR projects and compliance-related tasks.
- Contributes to improving workflows, employee-facing processes, and internal efficiency.
- Prepares reports, summaries, and presentations to support department goals and compliance requirements.
- Helps develop and organize HR communications, resources, and employee-facing materials.
- Coordinates department timelines, calendars, and project tracking tools.

Onboarding & Employee Experience

- Assists HR Assistant with onboarding tasks, welcome materials, and setting up new employee files and systems.
- Provides a positive first point of contact for new employees and reinforces HR's culture of support and accessibility.
- Supports recruitment efforts as needed.

HR Operations & Administration

- Maintains employee records and HRIS data with accuracy, confidentiality, and compliance.
- Responds to routine employee questions regarding HR processes, documentation, forms, and general inquiries.
- Coordinates training sessions, department meetings, and HR events.
- Assists with benefits as needed, leave documentation, and other administrative workflows as directed by HR leadership.
- Performs other related duties as assigned.

QUALIFICATIONS

Required

- Associate's degree in Human Resources, Business, or related field; or equivalent combination of education and experience.
- Two years of HR or advanced administrative experience in a professional setting.
- Strong attention to detail, communication, organizational, and time-management skills.
- Ability to handle confidential information with professionalism and integrity.
- Proficiency with Microsoft Office and HRIS software, or ability to learn HRIS software.

Preferred

- Experience coordinating employee programs or orientations.
- Experience with Paycom
- Experience supporting HR projects or compliance-related workflows.
- Experience working within a Tribal government or culturally focused organization.