

Start your career in Corporate Social Responsibility! We are growing our team that supports corporate philanthropy, volunteerism and diversity, equity and inclusion at Hyland. This is a new, entry level role for our team and we are looking for a civic-minded candidate to help ensure the smooth operations of these teams by performing a wide variety of administrative and support functions.

Here is a quick snapshot:

- Assist with planning and execution of **community engagement programs related to volunteerism**; for example, team/department volunteer outings, Hyland's annual Week of Service, and employee-led initiatives.
- Assist with the administration and maintenance of our **global giving and volunteering platform**; reviewing/processing matching gift requests, giving & volunteering opportunities to publish/feature; utilizing content calendar and campaign kits to engage employees in holidays or global events throughout the year – ex. MLK Day, Pride Month, etc.
- Assist with planning and execution of **company-wide campaigns and events**, such as our annual customer conference, Computer Science Education Week, and holiday/end of year giving and volunteerism.
- Assist with planning and execution of Employee Resource Group programs; for example, **aiding in event planning, speaker logistics and vendor payment**.

See the job description on the following page. If you are interested, please email your resume and cover letter to Lisa Jackman (Director, CSR and Employee Communications) at lisa.jackman@hyland.com.

CSR Coordinator Job Description

Location: US Remote

Department(s):

Human Resources

Summary:

The Department Coordinator I is responsible for ensuring the smooth operation of the department by performing a wide variety of administrative and support functions.

Position Responsibilities:

- Assist with routine daily department activities to maximize team efficiency and achieve team established goals
- Manage incoming and outgoing mail, shipping and receiving
- Maintain common spaces for appearance and functionality
- Manage office supplies and maintenance of storage areas
- Provide support to team members including staff travel arrangements, and expense and time tracking
- Schedule department meetings and distribute minutes
- Assist in budget preparation and expense management activities
- Fulfill work requests from department staff in timely and accurate manner
- Prepare routine correspondence, spreadsheets and presentations
- May interact with clients to obtain information, verifying schedules and for other department relevant activities
- Assist with onboarding new department hires

Job Requirements:

- High School graduate
- Proficient with Microsoft Windows and Microsoft Office Suite
- Attentive to department needs as demonstrated by rapid and high-quality responsiveness to requests
- Good interpersonal skills; able to maintain solid rapport with team members as well as maintain professionalism with those outside of department
- Good oral and written communications skills that demonstrate a professional demeanor and the ability to interact with others with discretion and tact
- Keen attention to detail
- Good organization skills, with ability to successfully manage multiple tasks
- Demonstrated success at maintaining high personal work standards
- Demonstrated ability to handle sensitive information with discretion and tact
- Or an equivalent combination of education and experience sufficient to successfully perform the principal duties of the job

Competencies:

- Informing
- Integrity & Trust
- Interpersonal Savvy
- Learning on the Fly
- Time Management

Disclaimer:

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.