

Action for Children



HR Coordinator & Special Assistant to the CEO

Human Resources · Columbus, Ohio · Full-Time

Who We Are

Action for Children is the local childcare resource and referral agency in Central Ohio. Our mission is to transform the lives of children by supporting, empowering, and advocating for the adults who make the biggest impact on children's lives—their parents, caregivers, and teachers.

We foster a supportive, collaborative, and mission-driven culture where staff are encouraged to bring their whole selves to work, grow professionally, and contribute meaningfully to the well-being of families and communities.

Learn more at actionforchildren.org

What You'll Do

This role sits at the center of AFC's people operations and executive support functions. You'll keep HR running smoothly — from onboarding and payroll to compliance and employee records — while also serving as a trusted resource to the CEO on board relations, governance, and executive coordination.

- Maintain accurate employee records, personnel files, and HR documentation in accordance with policy and legal requirements
- Process payroll bi-weekly and manage related transactions, changes, and year-end activities through Paycom
- Administer HRIS data integrity: new hires, terminations, compensation changes, and audits
- Coordinate full-cycle recruitment support: job postings, candidate communications, interview scheduling, background checks, and offer letters
- Manage onboarding and offboarding logistics, including orientation coordination, system access, and separation documentation
- Serve as first point of contact for routine employee questions about HR processes, policies, and systems
- Support CEO calendar management, email coordination, and meeting preparation
- Prepare and maintain board packets, agendas, minutes, and governance records; coordinate board and committee meeting logistics
- Administer Diligent, including document organization, user support, and record management
- Support employee engagement, recognition, training coordination, and staff events

What We're Looking For

- Associate degree in Human Resources, Business Administration, or a related field required
- Minimum of three years of experience in HR, payroll, executive support, or a related field
- Experience with HRIS and payroll systems; Paycom experience preferred
- Strong organizational skills with the ability to manage multiple priorities and deadlines accurately

- Excellent written and verbal communication skills and sound judgment with sensitive information
- Proficiency with Microsoft Office Suite; ability to work independently while delivering exceptional service

Desired but not required: Bachelor's degree; experience supporting boards, committees, or governance functions; nonprofit background

You'll Thrive Here If

You're someone who takes pride in doing the detail work right the first time, can hold sensitive information with discretion, and thrives in an environment where you're trusted to figure out what needs to happen next. You enjoy variety in your day and feel equally at home helping a new employee navigate their first week as you do preparing materials for a board meeting. You care about mission-driven work and want to contribute to an organization that makes a real difference for children and families.

Benefits

- **Health coverage** — Health, dental, and vision insurance starting within 30 days of hire
- **Generous PTO** — Vacation days, personal days, and paid holidays
- **Hybrid schedule** — Mix of remote and in-office workdays
- **Retirement savings** — Employer match up to 1%
- **Paid parental leave** — 12 weeks fully paid for birth, adoption, and foster placements

How to Apply

Apply online at <https://www.paycomonline.net/v4/ats/web.php/jobs?clientkey=3E7E5ADB1EDBD6EE6581646E848F89D8>. Only candidates selected for interviews will be contacted. Final candidates will complete reference and background checks.

Action for Children is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran status, or disability status.