



**Job Title:** People and Culture Coordinator  
**Department:** People and Culture  
**Reports To:** Director of People and Culture  
**FLSA Status:** Exempt

### **About Dorchester Bay Economic Development Corporation (DBEDC)**

DBEDC is a Community Development Corporation (CDC) and a certified Community Development Financial Institution (CDFI). Founded in 1979, we work to build a strong, thriving, and diverse community in Boston's North Dorchester and Roxbury neighborhoods. We develop, preserve, and sustain affordable rental and ownership housing. We lend capital to and coach small businesses and prepare job seekers for well-paying sustainable employment. We stabilize tenancies and foster community leadership. We're focused on equitable development without displacement and providing opportunities for economic mobility.

We are one of Boston's legacy and most established community development organizations, with an annual operating budget of approximately \$11 million and a staff of 30.

### **About the Role**

DBEDC seeks an eager, energetic, and innovation-oriented **People and Culture Coordinator (PCC)**. Reporting to the Director of People and Culture (DPC), the PPC will play a critical role in the administration of day-to-day HR operations. The PPC will support an engaging organizational culture by ensuring the successful execution of Human Resources activities such as recruitment, onboarding, payroll, compliance, and benefits administration. Additionally, the PPC will serve as a chair member on the employee engagement committee.

The ideal candidate will be highly motivated and organized, capable of managing various tasks independently. They will make a significant impact and drive our organizational culture forward while serving as a trusted partner to the DPC. The candidate must also be willing to roll up their sleeves and actively contribute to the success of our small but impactful People and Culture team.

### **What you can expect to do in the role:**

- Oversee the full-cycle recruitment process including job postings, resume screening, scheduling interviewing, and assisting candidates as needed.
- Coordinate the onboarding process for new hires, ensuring a smooth transition and positive experience.
- Assist with updating job descriptions and specifications as needed.
- Serve as a key member on the employee engagement committee to develop engagement methods that foster improvement, satisfaction, and overall engagement success.
- Support the development and implementation of employee engagement initiatives, including team-building activities, recognition programs, wellness activities, and employee feedback mechanisms.
- Collaborate with the DPC to analyze HR metrics to spot trends, measure success, and identify areas for improvement.

- Coordinate benefit enrollment sessions and respond to benefits-related inquiries and issues.
- Oversee the administration for leave of absences.
- Maintain up-to-date HR content, including new hire announcements, employee milestones, and employee engagement initiatives.
- Maintain accurate and up-to-date employee records in the HRIS.
- Assist with the implementation of inclusion and diversity initiatives.
- Support the creation and revision of company policies to ensure compliance with federal, state, and local employment laws and regulations.
- Maintain company bulletin boards to ensure compliance with all state and federal mandated postings.
- Assist with payroll as needed.
- Prepare employee related letters including leave letters, employment verifications, retirement confirmation, etc.
- Serves as a reliable source of information for employees, answering employee questions about human resources policies, benefits, and company-related information.
- Contribute ideas for improving HR processes and practices. Adopt a proactive approach to identify and implement efficiencies within the People & Culture department.
- Supports the DPC with projects, communication campaigns, P&C initiative planning and roll-out, etc. as needed.
- Performs other duties as assigned.

## **Qualifications**

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- Desire to work at an organization that is committed to racial equity and serves a diverse community predominantly of color,
- A minimum of two years of relevant human resources experience.
- Experience with HR software and tools.
- Excellent organizational and time management skills. Strong attention to details.
- Strong interpersonal and communication skills with all levels of staff and external partners.
- Proficiency in Microsoft Office Suite or comparable document collaboration software.
- Strong problem-solving and critical thinking capabilities with a focus on detail and accuracy.
- Ability to handle multiple tasks simultaneously, prioritize accordingly, juggle changing deadlines, and understand the nuances associated with supporting staff members and the HR functions.
- Ability to process confidential information without compromising the nature of the material or information.
- Ability to engage with staff and bring a passionate approach to creating a positive workplace culture.
- Learns and grows from mistakes, course correcting, when necessary, promptly and transparently.
- The ideal candidate must possess strong character, strong judgment, and adhere to the utmost confidentiality and discretion with confidential and sensitive issues.
- Must be able to work flexible hours including early mornings, some evenings, and (rarely) weekends.

### **It would be additionally phenomenal if you:**

- Experience working with individuals from diverse and multicultural backgrounds and communities.
- Verbal and written fluency in Spanish, Cape Verdean Kriolu, Haitian Creole, or Vietnamese is preferred.
- Experience working with HRIS and applicant tracking systems.
- A passion for DBEDC's mission along with knowledge of affordable housing, community engagement, and/or resident services would be a plus.

- Experience serving on organization engagement committees.

**Other important details:**

- Don't be discouraged from applying if you don't "check all the boxes". We appreciate the uniqueness of candidates and there is no "perfect" resume!
- Salary range: \$70,000 - \$85,000.

Studies have shown that compensation disparities have a negative impact on people of color and women due to salary negotiations. DBEDC is committed to ensuring transparency and equity in compensation by posting salary ranges for all job opportunities and determining salary based on skills, experience, and relevant credentials. To ensure we are consistent with our commitment to pay equity, we will make our best offer and will not negotiate compensation offers.

**Total Compensation**

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DBEDC's total compensation package features an amazing set of benefits which we considered towards the overall compensation, including:

- (5) Generous cost-sharing medical insurance packages for selection and no eligible waiting period.
- Employer paid Dental and Vision coverage.
- Flexible Spending Account and Dependent Care Assistance program
- Short-Term Disability, Long-Term Disability, Life and Accident Death
- Commuter Benefits Program
- Employee Wellbeing On-Demand Services
- Perks at Work Program
- Three personal days
- Four weeks' vacation
- Fifteen sick days
- Seventeen paid holidays
- Birthday leave
- Five volunteer days
- 403 (b) plan with generous employer contribution
- Flexible hybrid work environment

**The Selection Process**

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To apply for this opportunity, please [click here](#). Please submit a cover letter detailing your interest and qualifications for this opportunity, along with a resume. No phone calls or letters please.

*DBEDC views diversity, inclusion, and cultural competence as vital guiding principles in all our work with communities. We welcome and encourage applications from black, indigenous, and persons of color, members of the LGBTQ+ community, persons with disabilities, persons from unconventional career paths, and others who may contribute to the diversity of the organization and reflect the diversity of the communities we serve.*