



Human Resources Coordinator

Imagine a place where your talent can make a meaningful difference in our neighbor's lives. Working at Mountaineer Food Bank is a uniquely rewarding experience in which our employees work together as vital parts of a much larger mission: to feed the hungry in West Virginia. We are innovative, mission-focused, diverse, collaborative, values-driven, and focused on results. We are a West Virginia non-profit and the state's largest feeding organization. Located in the heart of West Virginia, our mission is to feed West Virginia's hungry and empower communities to end hunger.

What you'll do

The Human Resources Coordinator plays a critical role in supporting our people and culture at Mountaineer Food Bank. You'll work closely with our staff at all levels to make sure every part of the employee experience reflects our commitment to taking care of each other while we work toward our mission to end hunger in West Virginia. You'll be the bridge between our team, our leadership, and our external HR partner, which means you'll need to be both systems-minded *and* genuinely people-focused. This role is perfect for someone who loves the precision of getting details right and the satisfaction of helping someone feel taken care of.

Here are examples of what you'll be doing everyday:

- Own the full employee lifecycle: onboarding new team members, managing benefits enrollment, supporting performance reviews, and coordinating departures with care and professionalism.
- Maintain our HR systems and employee records with precision, making sure everything is accurate, confidential, and organized.
- Partner with our Director of Organizational Culture on initiatives that build connection and belonging, from staff surveys to recognition programs to all-staff events.
- Show up as a model of our values in every interaction, no matter who you're talking to.

Essential Skills:

- **Empathy and emotional intelligence.** You know how to listen and you genuinely care about the people around you. You're the person people trust with their real concerns.
- **Attention to detail.** You catch what others miss. You're thorough, accurate, and you understand that mistakes in HR can have big consequences.
- **Collaboration.** You work well across departments and personality types. You're fully focused on solving problems together.



- **Adaptability.** You balance competing needs with flexibility and a problem-solving mindset. Things shift, and you shift with them.
- **Motivation and growth mindset.** You're intrinsically driven to do good work and you're always looking for ways to improve - both yourself and our systems.

We are an equal opportunity employer, and all applicants will be considered. We are committed to a diverse and inclusive workplace where we learn and work together to change West Virginia.

- **Salary:** \$52,740 - 65,926
- **Schedule:** Flexible between 4-5 days per week, 38 hours per week
- **Benefits:**
 - Health, life, vision, and dental insurance
 - 401(k) program with employer match available after 30 days

How to Apply

Please submit your **resume, references, and cover letter** to Amy at afauber@mountaineerfoodbank.org by **September 30, 2026**.

Feel free to call or direct any questions about this opportunity to DOC, Amy Fauber at afauber@mountaineerfoodbank.org or 304-701-2028. We look forward to talking to you!

2026/AF/JCM



MOUNTAINEER FOOD BANK • 484 ENTERPRISE DRIVE • GASSAWAY, WV 26624
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Job Description

Job Description Title:	Human Resources Coordinator	Primary Supervisor(s):	Director of Organizational Culture
Location:	Gassaway	Travel Required:	Minimal
FLSA Classification:	Non-exempt	Position Status (FT, PT, etc.):	Full-Time
General Workday/Week:	Monday – Friday 7-5; Flexible 38 hours	Physical Demands:	Light/Sed
Required Education and Experience:	Associate's or Bachelor's degree in Human Resources, Business Administration, or related field; or equivalent work experience	Safety Sensitive:	No

PHYSICAL / ENVIRONMENTAL DEMANDS: *The table below shows how much on-the-job time is spent in the following physical activities:*

ACTIVITY:	None	Under 1/3	1/3 to 2/3	Over 2/3
Standing		X		
Walking		X		
Sitting				X
Using hands to finger, handle or feel				X
Reaching with hands and arms			X	
Climbing or balancing		X		
Stooping, kneeling, crouching, or crawling		X		
Talking or hearing				X
Tasting or smelling	X			
Driving		X		

This position is described as light/sedentary physical activity performing non-strenuous daily activities of an administrative nature. This position requires lifting or carrying items less than 10% of the time. Frequency of weight lifted is as follows: up to 25 lbs. under 1/3 of the time. This position requires both close and color vision as well as manual dexterity sufficient to work with the fingers. This position requires the need to frequently attend meetings before and after work hours. The work environment is well lit, heated/airconditioned indoor office setting with adequate ventilation. The noise level is moderate, as typical of a business office setting with computers, printers, light traffic, and phone conversations.

Equipment Used: Computer/laptop, telephone, copier, fax, scanner, printer, and related communications systems.

**Our Vision:**

We believe in a West Virginia where no one goes to bed hungry...today or tomorrow.

Position Summary:

The Human Resources (HR) Coordinator plays a key role in supporting our people, our culture, and our mission to end hunger in West Virginia. Acting as the bridge between our team and our external HR partner, this position ensures that every part of the employee experience runs smoothly and reflects our core value of taking care of each other.

This role is ideal for someone who enjoys balancing administrative precision with genuine human connection. The HR Coordinator will work closely with leadership and staff at all levels to maintain efficient systems, foster trust, and promote a workplace culture that is wise, humble, and motivated.

Attributes & Values:

This position requires an individual who is passionate, focused, and shows creativity around the Food Bank's vision, mission, and values. We are seeking a teammate who:

- **Motivated** – is intrinsically motivated, diligent, and pushes yourself to do your best work. You are always looking for new ways to grow and improve.
- **Humble** – is self-confident but not arrogant, is quick to share credit and praise others freely. You are willing to help the team get the job finished right.
- **Wise** – is emotionally intelligent and knows how to communicate with and work well with others. You understand how your words and actions affect the people around you.

Mountaineer Food Bank uses the Working Genius model (www.workingenius.com) to assess and identify attributes for each position based off the WIDGET model.

Essential Duties & Responsibilities:***HR Coordination & Administration***

- Serve as the primary internal HR contact, bridging communication between staff, leadership, and the external HR company
- Support the full employee lifecycle, including recruitment, onboarding, offboarding, benefits enrollment, and performance review coordination
- Manage job postings, schedule interviews, and coordinate hiring logistics in collaboration with supervisors and the external HR team



- Maintain accurate and confidential employee records, job descriptions, and documentation through PayNorthwest
- Support the drafting and implementation of HR policies, procedures, and best practices and ensure they align with our organizational values
- Coordinate the annual review and maintenance of the employee compensation catalog, including market data collection and preparation of recommendations for leadership review
- Assist in monitoring compliance with employment laws and internal policies
- Coordinate and facilitate employee disciplinary meetings, terminations, and investigations in consultation with the CEO, Director of Organizational Culture, and/or external HR partner
- Track and communicate key HR metrics such as retention, engagement, and training participation
- Maintaining strict confidentiality and safeguarding of employee information
- Coordinate employee leave and accommodation requests with the external HR partner and appropriate MFB leadership

Employee Relations & Support

- Provide day-to-day HR support to staff, responding to questions about policies, benefits, time off, and other HR matters
- Be a trusted, approachable resource for employees who listens with empathy, responds with clarity, and follows up with care
- Collaborate with the Director of Organizational Culture on initiatives that strengthen connection, belonging, and morale across teams
- Support organization-wide engagement efforts such as staff surveys, recognition programs, and all-staff event days
- Model and reinforce our values of wisdom, humility, and motivation in daily interactions

Training, Development, & Workforce Growth

- Coordinate new hire orientation, annual trainings, and professional development sessions in partnership with department leaders
- Facilitate occasional required staff trainings
- Track completion of required all-staff trainings and certifications

Benefits & Compliance

- Serve as the internal point of contact for benefits questions, collaborating with external providers to ensure accuracy and timeliness
- Help facilitate employee benefit enrollment, updates, and communication
- Support compliance with applicable federal and state employment laws and regulations

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**Experience:**

Associate's or Bachelor's degree in Human Resources, Business Administration, or related field;
or 2-3 years of relevant HR/administrative work experience

Job Competencies:

- **Empathy:** Builds trust and rapport across diverse teams
- **Attention to Detail:** Ensures accuracy and thoroughness in all HR processes
- **Integrity:** Handles sensitive information appropriately and ethically
- **Collaboration:** Works cross-departmentally to strengthen organizational culture and team cohesion
- **Adaptability:** Balances the needs of staff, leadership, and external HR partners with flexibility

Physical, Mental, & Environmental Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to:

- Work in an office setting, with occasional travel to other locations in MFB's footprint.
- Sit, stand, walk, bend, kneel, and use hands, arms, and legs for dexterity, balance and climbing stairs.
- Must be able to sit for prolonged periods of time.
- Occasionally required to operate office equipment and machines and recognize safety hazards in the workplace.
- Must be able to lift, carry, and balance objects weighing up to 25 pounds.
- Must be able to hear, see, read, and communicate verbally and in writing frequently with a wide range of people from divergent socio-economic and cultural backgrounds and origins.
- Demonstrate a professional demeanor in interactions with all MFB staff, agencies, donors, government officials and the public.
 - Keep informed and consistently practice the policies and procedures of MFB regarding compliance.
 - Develop and maintain working knowledge of MFB's mission, programs, operations, policies, and organizational structure

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