



Building brains through early talk

Human Resources Coordinator

LENA is a game changer in early childhood, and you could be a game changer for LENA. Research shows that back-and-forth interaction (serve and return talk) between children and their adult caregivers in the earliest years is a key to school readiness and long-term outcomes. We integrate our “talk pedometer” technology into innovative programs that reach at-risk children and families. Through these programs, we help parents, caregivers, and child-care teachers increase interactive talk to accelerate children’s language development and school readiness.

LENA is looking for a **Human Resource Coordinator**. This full-time role partners with the leadership team and is a trusted communication link to all LENA employees. This is a wonderful opportunity for someone who yearns for something that is exciting every day because you are making a difference in the learning trajectories of infants and toddlers!

We’re looking for self-starters who enjoy connecting with people and creating positive, supportive relationships. You are organized and can manage through ambiguity. You are also empathetic, self aware, detail oriented, solution focused, and love wearing multiple hats.

The Human Resource Coordinator reports to the Chief Financial Officer and will:

- Work with hiring managers to define positions and creatively source and screen candidates.
- Manage all aspects of HR including onboarding and offboarding, employee relations, benefits administration, leaves of absence, and interpretation and evaluation of HR policies and procedures.
- Help design career planning for staff, including refinement of performance management process and personal development goals.
- Manage employee survey data including reports and action plans.
- Standardize employee onboarding processes so that employees are consistently oriented to LENA.
- Prepare reports including retention, turnover, DEI recruiting, time to fill positions, and others as required.
- Assist in development and presentation of HR related trainings.
- Implement salary bands and performance management definitions for the journey along the band.
- Maintain current knowledge of Federal employment laws as well as the laws in the states where LENA employs staff.
- Update and maintain current human resource documents such as employee handbook, organizational charts, performance evaluation forms, and directories.
- Currently work in person at least 2 days per week in our Boulder-Denver-corridor office.

LENA’s team is passionate, fun, and supportive. We offer an excellent benefits package, and the salary range for this role starts at \$60,000. To apply, please submit cover letter with salary/compensation requirements and resume as a single pdf document to hr@lena.org.

LENA is an equal opportunity employer and encourages candidates from historically underrepresented groups to apply. All employment is decided on the basis of qualifications, merit, and business need. We are committed to building a team that represents a variety of backgrounds, identities, perspectives, and skills. The more inclusive we are, the better our work will be. To learn more visit www.lena.org/joinourteam. EOE/M/F/D/V