



Join Our Motivated, Mission-Driven Team

HR Coordinator—Madison, WI

Are you interested in being part of the work of a social justice organization? Do you enjoy a profession with highly varied projects? Do you thrive in a fast-paced environment? Your primary focus areas will be recruitment, data reporting, and generalist support to our organization, with an emphasis on Madison-area colleagues.



Qualifications

- At least four years' experience in HR required.
- Ability to influence and build relationships and confidence at all levels.
- Knowledge and experience in recruiting and in producing data metrics strongly preferred.
- Experience with applicant tracking systems preferred.
- Knowledge of, understanding of, and compliance with all applicable federal, state, and local laws and regulations relating to job duties.
- Ability to research specific topics comprehensively and report on them accurately.
- HRIS systems and Microsoft Office suite knowledge.



More About NCCD

NCCD is a century-old nonprofit organization with offices in Madison, WI, and Oakland, CA. Through research and training, we work to help protect children from abuse and neglect, to create safe and rehabilitative justice systems for youth and adults, and to address the needs of older adults and adults with disabilities. Our work to reform the criminal and juvenile justice and child welfare systems is inextricably linked with issues of racial justice and equity. For more about NCCD, visit www.nccdglobal.org.

While we take pride in the serious impact of our work, our casual workplaces inspire teamwork and offer balance to the work day. Through monthly staff lunches and other regular events for learning and socializing, NCCD offers opportunities for staff to have fun and build camaraderie. For a peek inside NCCD, visit our [photo gallery](#).

NCCD is an equal opportunity employer. Our goal is to be an employer of choice that upholds a core value of diversity and inclusion in recruitment and molds itself to retain those staff. NCCD is proud to be an equal opportunity employer of all people. We believe that differing backgrounds, perspectives, lived experiences, and skills make our work stronger. We are actively seeking individuals committed to creating an inclusive environment at our organization and who can work effectively across difference among a diverse range of individuals, actively promote an equity-minded understanding of people and workplace culture, and contribute to an equitable and inclusive workplace environment.



Salary/Benefits

Salary will reflect the level of qualifications and experience and will be in the \$40,000s. NCCD's comprehensive benefits package includes no-premium cost share for employee medical coverage, generous vacation and paid holidays, and a relaxed environment with support for work schedule flexibility where possible. Other benefits include dental, vision, life, and long-term disability insurance; retirement plan; sick leave; and more. Learn what the City of Madison offers residents by watching this [short video](#).



Join Us

If joining this small and dynamic team that supports autonomy, growth, and creativity piques your interest, apply [here](#) and reference "HR Coordinator" in the "Position Desired" field. Please note that an employment application is required for consideration.

For assistance with an accommodation due to a disability or information on alternate ways to apply, email HR@nccdglobal.org or call (800) 306-6223.