



ZAKAT
FOUNDATION
o f AMERICA

The Leader in Empowering Lives Through Zakat

Human Resources Coordinator

Job Description

Zakat Foundation of America is an international charity organization that helps generous and caring people reach out to those in need. Our goal is to address immediate needs and ensure the self-reliance of the poorest people around the world with Zakat and Sadaqa dollar of privileged Muslims and the support of other generous donors.

The Human Resources Coordinator will provide efficient support in the recruitment and hiring processes and procedures. This position reports to the Director of Human Resources. This role is ideal for a proactive professional who thrives in a mission-driven, non-profit environment. This role requires excellent communication skills, attention to detail, and the ability to multitask and prioritize tasks effectively.

Duties and Responsibilities

Recruitment & Onboarding

- Assist the HR Director in the full-cycle recruitment process, including drafting job descriptions, posting vacancies, references, screening candidates & contract preparation.
- Coordinate interviews and serve as the primary liaison between candidates and hiring managers.
- Ensure newly recruited staff receive proper onboarding.
- Coordinating termination procedures, offboarding.

Employee Relations & Culture

- Act as a trusted resource for employees, answering questions regarding policy, benefits, and workplace concerns.
- Foster a positive work environment by supporting employee engagement initiatives and internal events and getting necessary budget approval from supervisor and initiating activities.
- Assist the HR Director in resolving workplace conflicts and conducting internal investigations when necessary.

Benefits

- Assist in the administration of employee benefits programs (health, dental, vision, and retirement). Acting as liaison between employee and insurance providers.
- Manage leave time, PTO, sick leave for all employees and timeclock.
- Assist with payroll tasks.



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Compliance & Records Management

- Maintain accurate HR employee files and documentation (physical and digital) in accordance with federal, state, and local labor laws.
- Implement HR policies and procedures and ensure compliance with labor laws and organizational policies.

Performance Management

- Assist in administering the annual performance review cycle, ensuring managers and staff complete evaluations on time.
- Track professional development needs and coordinate training opportunities for staff growth.

This job description in no way states or implies that these are the only duties to be performed by this employee. They will be required to follow any other instructions and to perform any other duties requested by their supervisor.

Qualifications & Experience

1. **Education:** Bachelor's degree in Human Resources, Business Administration, or a related field.
2. **Experience:** 3–5 years of progressive HR experience, preferably in a non-profit or humanitarian setting.
3. **Skills:** Proficiency in HRIS platforms and Microsoft Office Suite (Excel, Word, PowerPoint).
 - a. Strong knowledge of Illinois and Federal labor laws.
 - b. Excellent interpersonal skills and "cultural intelligence"—the ability to work with a diverse, global team.
4. **Alignment:** A strong commitment to the Zakat Foundation's mission of alleviating poverty and serving the vulnerable regardless of race or religion.

Environment

1. Position requires frequent and regular phone and computer use.
2. Workplace is smoke-free and drug-free environment.
3. Equal opportunity employer
4. Position is in HQ office in Bridgeview, IL