



Part-Time Global Human Resources Coordinator
Hybrid Role - Niwot, Colorado Office & Remote

Street Business School is an award-winning social enterprise rapidly expanding to bring our entrepreneurial training to every corner of the world. We are looking forward to elevating our financial acumen by contracting an experienced, analytical team player to provide advice and counsel as a fractional CFO. This role presents an opportunity to propel our growth toward its next level of impact. We are seeking someone who is passionate about our mission, has experience in the global social enterprise/NGO sector, thinks strategically, creatively, and tactically about financial initiatives, and is energized by collaborating to maximize our impact.

Is this you or someone you know? Keep reading or [visit our website](#) to learn more about SBS!

About Street Business School

Street Business School (SBS) helps women living in poverty to gain knowledge and confidence, start small businesses, double their incomes and lift their families out of poverty. We have engaged in this work since 2008 by delivering an award-winning entrepreneurship training curriculum directly to women. In 2016, we started scaling through a social franchise model where we train other NGOs to deliver the SBS program in their local communities, allowing them to amplify their own impact.

SBS currently has more than 400 certified Lead Coaches from 165+ partner NGOs working in 26 countries. We focus on impact and creating measurable change:

- SBS graduates have gone from living on \$1.35 a day on average, to \$4.19 a day two years later
- 89% of SBS graduates have at least one business two years after they graduate

SBS is a non-profit social franchise with more than 35 global team members. SBS has been recognized as the [Best Non-Profit, named by 14 Nobel Peace Laureates](#), has been awarded the [System Innovator Award from Segal Family Foundation](#), has been selected as a Fellow at [The Miller Center](#), was a [finalist for the Kirby Prize](#), and has been featured in [Entrepreneur Magazine](#), [Barron's](#), the New York Times and others.

To experience our work, check out this [Virtual Site Visit](#).

Why you'll feel good about working for Street Business School:

- You'll be challenged, you'll be inspired, and you'll be proud to see your spark igniting change around the world
- We create [transformational impact](#). By supporting the global expansion of our Street Business School, your work will directly contribute to that impact.
- You'll be surrounded and inspired by other employees with passion, commitment, and drive. We love to support beneficiaries, partners and team members to reach their full potential
- We support people to solve their own problems creating dignity, ownership and self-sufficiency; increasing income not only reduces poverty, but it also spurs investment in children, creates greater self-esteem, increases bargaining power, and reduces domestic violence.
- You'll have great benefits, including a simple IRA contribution match, and paid time off, including an organization-wide paid winter break closure.



What you'll do for us:

HR Operations

- Own and maintain organization documents, e.g. org charts and contact lists
- Work directly with Uganda HR team to support their HR processes, including performance reviews, contract renewal, and time off tracking
- Work with Business Team to administer all payroll related data including salary changes, withholding information, and timekeeping data
- Respond to external employment-related questions, e.g. verification of employment, unemployment claims
- Maintain US personnel files and support performance review process documentation
- Track employee eligibility for benefits including anniversary and vacation accrual benefits
- Provide onsite administrative support to the US HR & Ops function approximately 1-2 days/week
- Participate in periodic HR policy reviews
- Assist with drafting and administration of consultancy contracts

Talent Acquisition Support

- Identify sources to communicate new job openings and post on job boards
- Support interview scheduling & candidate communications
- Conduct and administer reference and background checks

Employee Engagement

- Provide support for employee engagement surveys and reporting
- Be an ambassador of fun - participate in internal team focused on culture, community, and engagement

Onboarding and Offboarding

- Process all new hire paperwork and entry in HR systems
- Support new hire onboarding
- Manage benefits administration, including COBRA

Other duties as required and as we dream them up together

What you'll need to do this job:

- A love of learning about all things HR; as part of a small HR team, you'll get to do some of everything and will have exposure to all aspects of the HR function
- Ability to maintain confidential information
- Excellent organizational, time-management, follow-up, and administrative skills with attention to detail
- Strong written and verbal communication skills
- Passion for building community and connecting people
- Self-starter with the ability to work independently and as a part of a team to follow through on responsibilities in a fast-paced deadline-driven environment
- A great sense of humor and a desire to have fun
- Ability to multitask, be flexible, and prioritize daily workload
- Proficiency with MS Office and cloud-based systems

Compensation:

This is a part-time position estimated at 20 hours per week with some flexibility in work schedule. Salary is \$16-18/hour depending on experience. Benefits are great including participation in a retirement savings plan, paid vacation, sick time, and holidays, including an organization-wide holiday closure.

Please apply:

Please shoot us an email letting us know where you heard about our job and how working for us would be a dream come true for you. Please also send your resume (to show us how we'd be crazy not to talk to you) to Jobs@StreetBusinessSchool.org with "**Global HR Coordinator**" in the subject line. While we love, love, love initiative on the job, no phone calls please. Qualified candidates will be contacted for an interview.