



PART-TIME HUMAN RESOURCES COORDINATOR

Dar Al Taqwa Islamic Center (DAT)

Location: Ellicott City, Maryland

Job Type: Part-Time

Reports To: Board of Directors, primarily through the General Secretary

Position Summary

Dar Al Taqwa Islamic Center is seeking a **Part-Time Human Resources Coordinator** to provide centralized HR support for the organization's employees, including **AQSA School staff, evening program staff, Imams, administrative staff, and Masjid operational staff.**

The HR Coordinator will help ensure that DAT maintains organized, consistent, professional, and confidential HR practices. The position will serve as a resource for employees and supervisors, assist with employee relations and grievances, support recruitment and onboarding, maintain personnel records, coordinate payroll and timekeeping matters, and assist the Board and General Secretary with HR policies and personnel matters.

The position requires a high degree of **confidentiality, integrity, fairness, discretion, and professionalism**, consistent with DAT's Islamic values.

Key Responsibilities

Human Resources Administration & Employee Support

- Serve as the primary HR contact for employees and supervisors across DAT's various departments and programs.
- Maintain accurate and confidential personnel files, employee records, job descriptions, employment documentation, and HR tracking.
- Respond to routine employee questions regarding policies, leave, payroll, benefits, workplace expectations, and employment procedures.
- Assist the Board and General Secretary with the development, implementation, and consistent application of HR policies and procedures.

Employee Relations & Grievances

- Receive and appropriately document employee concerns, complaints, and grievances with professionalism, discretion, and impartiality.
- Assist with reviewing and addressing workplace concerns, conflicts, attendance issues, performance matters, and policy violations.

- Support supervisors in addressing employee performance and conduct issues and maintaining appropriate documentation.
- Escalate significant, sensitive, or potentially legal matters to the General Secretary and/or Board as appropriate.
- Maintain confidentiality throughout employee-relations matters and ensure appropriate follow-up.

Recruitment, Onboarding & Separation

- Coordinate recruitment and hiring processes in cooperation with department and program leaders.
- Assist with job postings, applicant screening, interviews, references, background checks, and employment documentation.
- Coordinate onboarding and ensure completion of required employment forms, policies, payroll/timekeeping setup, and other required documentation.
- Assist with employee transitions and separation procedures, including required documentation and coordination with Finance and other appropriate parties.

Payroll, Benefits & Compliance

- Coordinate with Finance, supervisors, and payroll providers to support accurate payroll and timekeeping.
- Assist with employee time records, leave, payroll changes, and related questions.
- Assist employees with routine benefits and leave questions and maintain appropriate records.
- Help ensure personnel practices and records comply with applicable requirements and identify matters requiring specialized legal or HR guidance.

HR Support & Special Projects

- Assist with performance reviews, employee training, policy updates, employee communications, and other HR initiatives.
- Develop and maintain practical HR forms, procedures, checklists, and tracking tools.
- Provide periodic HR updates and reports to the General Secretary and Board while maintaining appropriate confidentiality.
- Perform other HR-related duties as assigned by the General Secretary or Board.

Qualifications

- Bachelor's degree in Human Resources, Business Administration, Management, or related field preferred; equivalent experience may be considered.
- **2–3 years of HR, personnel administration, employee relations, payroll, or related experience preferred.**
- Experience in a nonprofit, school, Islamic organization, or multi-department organization is a plus.
- Strong knowledge of basic HR practices, employee relations, recruitment, personnel records, payroll coordination, and workplace policies.
- Excellent organizational, communication, and interpersonal skills.
- Demonstrated ability to handle sensitive employee matters with confidentiality, fairness, maturity, and sound judgment.
- Ability to work independently and maintain appropriate boundaries when dealing with employees, supervisors, and leadership.
- Proficiency with Microsoft Office or Google Workspace and ability to learn relevant HR and payroll systems.
- Commitment to Dar Al Taqwa's mission and Islamic values.
- HR certification such as SHRM-CP or PHR is preferred but not required.

Core Qualities

- **Confidentiality and integrity**
- **Fairness and impartiality**
- **Professionalism and discretion**
- **Strong communication and listening skills**
- **Organization and attention to detail**
- **Sound judgment and problem-solving**
- **Ability to handle employee concerns and difficult conversations**
- **Respect for DAT's Islamic mission and values**

Position Requirements

- Part-time position with schedule established based on organizational needs.
- Occasional evening or weekend availability may be required.
- Because the position involves confidential personnel and employee-relations matters, the HR Coordinator must maintain strict confidentiality and exercise sound professional judgment at all times.

Compensation: Commensurate with qualifications and experience.