

HUMAN RESOURCES EDUCATION / ACTIVITIES COORDINATOR

Transcend Your Career to a Higher Level

Situated on the sunny south shore of western Long Island, minutes from Jones Beach and thirty minutes from NYC, is an exceptional **Magnet-designated** Communities Hospital focused on quality and excellence, one that celebrates professional achievement and a passion for patients . . . *South Nassau Communities Hospital*. We are an award-winning, 455-bed, acute care, not-for-profit teaching hospital located in Oceanside. Our dedicated staff serves the entire South Shore with world-class surgeons and residents, a **Newly Certified Level II Trauma Center** and baby-friendly designation.

We are currently seeking a full time, progressive Human Resources Education & Activities Coordinator to provide clerical/administrative/instructional support, facilitate and coordinate with the Director of Corporate Education to ensure the smooth and efficient functioning of education programs and employee engagement activities including:

- Facilitate/prepare materials for Hospital Orientation
- Set up Audio/Visual equipment, troubleshoot, provides assistance
- Write, review, and revise course content for Educational Programs
- Coordinate the Employee Recognition Program
- Coordinate HR Joint Commission Readiness Activities
- Act as Learning Management System Administrator
- Coordinate, write, and edit the quarterly HR Newsletter

We require:

- Bachelor's Degree in Human Resources, Education, or related field.
- Proficiency in Microsoft Office.
- Excellent writing and public speaking abilities.
- Ability to create and analyze education reports and statistics.
- Strong organizational and coordinating abilities.

Knowledge of Learning Management System (LMS) preferred.

Human Resources Coordinators: **For immediate consideration, please apply online at: www.SouthNassauJobs.org JOB #181525**

South Nassau is an equal opportunity employer. All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status. EOE M/F/D/V