



Human Resources Administrator

Are you inspired by the beauty of our natural world and our majestic redwood forests? Ever dream of using your talents in human resources and working at a non-profit that matches your passion and values?

As our **Human Resources Administrator**, you are an essential member of the administrative team, supporting the day-to-day administrative and all areas of HR to create a highly functional, efficient, and an engaging work environment for staff. You will have the opportunity to serve as a project lead in the development and implementation of the employee recognition and engagement activities, new staff orientation process, and the annual benefits program plan renewal process.

We provide excellent benefits including paid vacation, sick time, medical, dental, vision, online tele-therapy, health advocacy and employee assistance programs, life insurance, and a generous 401k match!

Compensation: \$70,000 - \$71,000, depending on experience

For over 100 years, **Save the Redwoods League** has been dedicated to protecting the ancient redwood forests so all generations can experience the inspiration and majesty of redwoods. Since its founding in 1918, Save the Redwoods League has protected more than 200,000 acres of forests and helped create 66 redwood parks and preserves for everybody to enjoy. To learn more about us, go to www.SaveTheRedwoods.org.

RESPONSIBILITIES:

Human Resources Administration

- Assists the Director of Human Resources (DHR); plans and implements HR procedures and policies, in collaborations with the League's legal team and/or external employment attorneys and consultants; serves as primary facilitator for Employee Handbook updates and other personnel policy development projects
- Assists the DHR with the annual performance management process to provide staff training and development opportunities
- Collaborates with the DHR to address and resolve HR administrative support requests from staff
- Facilitates staff, vendor, and external visitor interactions on behalf of the DHR
- Responsible for Harassment Prevention Training compliance
- Provides HR vendor management support: routes and files contracts, processes invoices, tracks payments, researches and recommends new purchases or service contracts
- Maintains accurate employee records; demonstrates professionalism in dealing with confidential and sensitive matters
- Coordinates logistics of the Staff Meetings; manages agendas and the presentation/facilitation schedule
- Serves/fills-in as Office Manager & Technology Administrator when absent
- Provides support for other HR and/or operations-related special projects, as assigned

Recruitment and Onboarding

- Supports the recruitment process for staff, interns, direct hires, temporary employees, etc., and volunteers such as: drafting job descriptions, posting ads, screening resumes, scheduling interview appointments; aids with the onboarding/off-boarding processes
- Expands candidate network outreach to enhance the quality and diversity of candidates
- Assists with New Employee Orientation scheduling for new employees, volunteers, temps, and interns; creates and updates the New Employee Orientation binder and other internal reference materials

Employee Engagement & Recognition

- Develops and implements an employee engagement and recognition program activities to foster cross-departmental relationships to promote work community
- Conducts and distributes employee recognition gifts for staff birthday/anniversary celebrations
- Plans and coordinates logistics for the annual fiscal year-end celebration
- Assists the DHR to research, plan, and implement the annual Staff Retreat
- Supports the development and administration of employee surveys and analyzes the data

Diversity, Equity, and Inclusion (DEI)

- Supports implementation of the DEI human resources related strategies
- Facilitates DEI staff trainings and professional development activities to promote an inclusive work culture

QUALIFICATIONS:

- Commitment to Save the Redwoods League's mission
- Bachelor's degree or equivalent related experience
- 2-plus years' experience working in an HR department or function
- Experience with facility operations preferred; property management, a plus
- Expertise with Microsoft Office 365 (including Outlook, Word, Excel, and PowerPoint, as well as SharePoint, OneDrive and Teams) and PDF editing and form development software programs
- Proficient with basic publishing software such as Adobe Photoshop and InDesign desirable; Asana experience a plus
- Excellent interpersonal communications and customer service skills; a collaborative team player
- Demonstrated high level of professionalism in dealing with confidential and sensitive issues
- Proven experience with the development and implementation of administrative systems and functions
- Demonstrated ability to multi-task and to work in a fast-paced environment with minimum supervision
- Highly organized and detail-oriented; able to establish and monitor priorities, and meet deadlines
- Demonstrated cultural competency and ability to communicate and interact effectively with people across cultures, ethnic groups, and identities; verbal and written fluency in a language other than English is desirable
- Occasionally lifts, carries, and moves objects weighing up to 30 pounds
- Occasionally walks on uneven ground during offsite activities
- Having a green thumb and good humor is a plus

TO BE CONSIDERED:

Please email your resume, a cover letter addressing why you are a great fit for this role, and your salary expectations to Jobs@SaveTheRedwoods.org with "**Human Resources Associate**" in the subject line.

NO CALLS PLEASE... we are busy protecting redwoods. THANK YOU!

Save the Redwoods League is an Equal Opportunity Employer and is committed to creating an environment of equity and inclusion. Recruiting and retaining a diverse workforce is a high priority; people of all identities, backgrounds, and cultures are encouraged to apply. Learn more about our [Diversity, Equity, and Inclusion](#) initiatives.