



## **People Operations Coordinator Job Announcement**

**Applications Due: March 25, 2022**

**Start Date: April 14, 2022**

### **POSITION SUMMARY:**

The Asian Pacific Institute on Gender-Based Violence (API-GBV) has created a new position for a People Operations Coordinator and is seeking a forward thinking, highly organized candidate who thrives in a dynamic environment, while maintaining a positive attitude toward their work and colleagues. Reporting to the Director of People Operations & Administration, this role will provide an incredible opportunity to gain experience and visibility to the full range of people operations.

We're seek a candidate who has a passion for getting things done, believes "good enough" never is, and who is committed to being a valuable resource to employees throughout the organization. The ideal candidate has an amazing work ethic, knows that follow-thru is everything, and who thrives on handling a variety of responsibilities and can readily adapt to unforeseen operations and administrative needs.

This position is a part-time (20 hours per week), non-exempt position with potential to become full time based on organizational need and budgetary constraints. Our main office operations are currently located in Oakland, California with other staff working from various locations within the US. We currently have 10 board members and anticipate growing from 12 to 20 staff members this year. This position can work remotely from outside the Bay Area while maintaining close communications to the team.

### **Role & Responsibilities:**

Coordinating a diverse range of essential human resources, benefits and administrative functions that support our programs and internal operations, by pro-actively ensuring day to day operations run efficiently.

- Coordinate recruitment & selection process: Create job postings, research best methodology to attract top candidates, coordinate hiring process, develop candidate screening worksheets, review and screen applications, make recommendations on top candidates to move on in process, participate in selection committee as needed, conduct reference checks
- Manage the benefits administration in collaboration with Accounting and service providers; specifically health benefits enrollment, options for out of state employees,

follow up to ensure a smooth process for new and existing staff members. Acts as liaison and intermediary with contacts external to API-GBV related to all benefits, 401K, FSA, Paylocity, etc. Ensures compliance and stays current on new legislation or rules that affect human resources and/or benefits specifically, advising of any anticipated impacts or implications to operations/staff

- Manage the On-boarding / Off-boarding Process: Develop protocols and check lists for new hires and departing employees, ensure documentation is complete and up to date, assist with enrollment and distribution of benefits information, conduct new employee orientation in collaboration with DFA, oversee processes and provide recommendations to streamline processes and policies, actively participate in the new employee orientation and be the designated “work buddy” designed to assist new employees successfully transition into the workplace, develop and maintain office inventory listing and manage office supply and equipment orders in collaboration with IT consultant, has discretion in decision making on purchases and applying policy/procedures
- Performance Management Program (PMP): Works with Director of People Operations/Administration to oversee the implementation of all aspects of the PMP and processes, conducts research into best practices and develops recommendations on new initiatives related to PMP
- Employer-Employee Relations/ Communications: In collaboration with Administrative Coordinator, creatively develop HR related newsletter and announcements for distribution, develop surveys for various HR/Admin topics, monitor employee engagement; work with the Director of People Operations/Administration to deliver improvements based upon the feedback, maintain company regulatory compliance regarding employment posters / notifications, audits, our company handbook, etc., create new hire welcome announcements.
- Identify areas for improvement: Conduct research and analysis of information and surveys needed to prepare options and make recommendations to DFA on best initiatives to implement on various HR/Admin areas
- Team Building: Manage several organizational culture initiatives (i.e.: celebratory acknowledgements, anniversary program, new hire announcements, company-wide team bonding events)
- Maintaining a Safe Environment: Initiate best practices for workplace safety, proactively promote employee health & wellness awareness, initiate information sessions or presentations with service providers on HR relevant related topics, Provide ergonomic guidelines for all staff who work from home
- Training & Development: In collaboration with Administrative Coordinator, assess training needs for staff, monitor staff training, research most appropriate training service providers, follow up with employees on training feedback and maintain employee training documentation/records, coordinate all staff training and develop recommendations on desired training topics/areas, follow up on all mandatory training to ensure compliance with funders/regulations, ensure training contracts and invoices are processed

## **Knowledge, Skills & Abilities:**

- BA/BS degree or equivalent work experience
- 3+ years HR-related work experience, preferably within a small/medium-sized organization
- Knowledge of benefits administration and experience with rules and regulations as they apply to the organization and staff
- Ability to work responsibly and tactfully with sensitive and confidential information
- Strong interpersonal and organizational skills and ability to work with diverse groups of people, organizations, systems and multiple stakeholders
- Well organized and can handle multiple tasks in a fast-paced environment with the ability to wear multiple hats and an organized, efficient style of working
- Adept at conducting research, analyzing material logically, and developing viable ideas and recommendations
- Comfortable switching between working collaboratively as part of a team and working autonomously as needed
- Excellent sense of judgement, ability to be “in the weeds” without losing sight of long-term goals/initiatives, and a great attitude are absolutely necessary
- Proactive, professional, and polished demeanor
- Proficiency with Windows-based computer programs: MS Office Suite, Google Drive or other cloud-based filing systems, familiar with HR database management and conducting online research, familiarity with Paylocity HR and payroll modules is an asset

**Compensation: Salary range \$29,098 - \$32,188 per annum (based on 20 hrs per week/50% FTE). We provide an excellent benefits package including medical, dental, vision, basic life and disability insurance, 401K and paid vacation/health & wellness time.**

**Contact:** Please send letter of interest, resume and the names and contact information of three (3) professional references in a **single PDF document** to [HR@api-gbv.org](mailto:HR@api-gbv.org) by March 25, 2022.

### **Working Environment**

API-GBV strives for diverse, equitable, and inclusive work environment and does not discriminate on the basis of race, color, religion, creed, national origin, sex, age, (dis)ability, marital status, sexual orientation, gender identity, language, place of residence, political affiliation, veteran status, status regard to public assistance, or any other class protected by local, state, or federal law.

The above statements are not intended to encompass all functions and qualifications of this position; rather, they are intended to provide a general framework of the requirements of the position. Job incumbents may be required to perform other functions not specifically addressed in this job description.