



We're Hiring!

HR Operations Coordinator

Location of Position: Marin Headlands, Sausalito, California

Reports to: Human Resources Operations Manager

Hours: 40 hours per week (some nights and weekends)

Position Classification: This is a full-time non-exempt position.

Benefits: Full benefits

- Holidays
- Sick Time
- Vacation
- Medical, Dental, and Vision
- Life Insurance
- 401k Retirement Plan
- The Marine Mammal Center offers benefits to support the emotional wellbeing of you and your loved ones (Employee Assistance Program)

Position Overview

The HR Operations Coordinator supports all employees facing HR touchpoints, such as benefits, HRIS, Leaves of Absence, Workers Compensation, reporting and compliance. This role provides strong partnership across the organization through timely and reliable employee support that generates a high level of employee engagement, ensures fair and consistent handling of employee issues, and inspires confidence through effective communication, expert knowledge, and efficient escalation to resolve issues.

Key Responsibilities

- Act as the first point of contact to employees and external partners for all HR-related questions and manage the HR email inbox responding to inquiries or directing questions to the appropriate team members.
- Maintain our Human Resources Information System, Paylocity by ensuring the accurate input of employee data changes and organization of employee files and documents.
- Process Employee Change Notice Forms for any changes to employment records.

- Provide general administrative and operational support to the team and our employees such as tracking and completion of mandated training and annual staff handbook acknowledgments, etc.
- Maintain confidentiality of all client and employee information.
- Ensure employment records are compliant with all Federal, State, and local laws and regulations.
- Assist in providing support to employees, helping them work through benefits and leave-related planning, questions, and issues, and help guide and navigate through corresponding policies and procedures.
- Support the planning and execution of annual benefits enrollment.
- Assist with the development, launch, and management of employee wellness programs.
- Responsible for all new hire administrative processes: Employee Change Notice forms, creating and sending offers to new hires and employees, managing and completing all system data entry relating to new hires and transfers, etc.
- Provide new employees with a welcoming experience on their employment journey through the onboarding process, elevating the Center's culture, mission, vision, and values.
- Develop and manage Intern program with the oversight of the HROM.
- Partners with payroll to ensure accuracy of benefits deductions, status changes, compensation, and time/attendance related issues.
- Manage the Center's birthday and anniversary notifications and assist with celebration and engagement initiatives.
- Act as a culture bridge across the Center in order to maintain and strengthen our core culture.
- Promote positive employee relations through an environment that encourages open communication, trust, mutual respect and fun.
- Assist with necessary department administrative needs and responsibilities and/or cross-group projects as needed.
- Assist with the coordination of special projects and events, as needed.
- Willingness to support and participate in the Center's diversity, equity, and inclusion programs, initiatives, and training.
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Skills & Attributes Required

- Computer/software proficiency, including Microsoft Office – Word, Excel, PowerPoint; SharePoint Drive, Docs, Sheets.
- Organizational skills and a keen attention to accuracy and detail.
- Strong listening skills.
- Aptitude to problem-solve, move projects along, and manage up.
- Motivated, self-directed and resourceful.
- Strong time management skills and ability to manage multiple projects and meet deadlines.

- Adaptability and an ability to work with a small but impactful team.
- Natural curiosity – a desire to learn and an ability to engage with people.
- Very strong communication skills (verbal and written). Much of the Center’s work involves communicating complex ideas simply and effectively.

Qualifications and Experience

- 1-3 years of experience as a Human Resources Coordinator or an equivalent combination of education and experience that is applicable to this role.
- Familiarity with California labor laws.
- Experience in managing an HRIS database.
- Professional in Human Resource (PHR) and/or SHRM Certified Professional (SHRM-CP) certification preferred but not required.
- BS/BA degree from an accredited college/university preferred but not required.
- Non-profit experience a plus.

Physical Requirements

- Ability to sit/stand/walk in an office setting for extended periods of time.
- Ability to climb stairs and move around the facility for extended periods of time.
- Ability to operate a computer and other office equipment 90% of the time.

Work Environment (when onsite)

- Potential exposure to zoonotic diseases.
- Working in outdoor weather conditions and elements 10% of the time.
- May involve smells associated with animals and the care of animals.

OUR COMMITMENT TO DIVERSITY

The Marine Mammal Center actively engages individuals from all backgrounds. We are committed to embracing diversity within our organization because we firmly believe that diverse employee teams help us to achieve our best organizational outcomes and provide the most effective support to the communities we serve. We are deeply dedicated to creating and maintaining an inclusive, equitable and supportive work environment. We strongly encourage people from underrepresented groups to apply. The Marine Mammal Center believes in growth and supporting our employees as best we can so they can become their best selves in and outside of work. We believe that a healthy work environment means building an inclusive culture where people can thrive together and feel supported and empowered. We believe in stretch versus constraint.

OUR MISSION

The Marine Mammal Center advances global conservation through marine mammal rescue and rehabilitation, scientific research, and education.

ABOUT THE MARINE MAMMAL CENTER

The Marine Mammal Center is leading the field in ocean conservation through marine mammal rescue, veterinary medicine, science, and education.

For more information, please visit our “About Us” page at www.marinemammalcenter.org

To Apply: [HR Operations Coordinator](#)

Please submit a cover letter and resume through our applicant tracking system and provide a brief description about how your leadership experience makes you a good fit to work with us.

Note that applications without a cover letter will not be considered.

In your cover letter, please feel free to note which pronouns you use (For example – she/her/hers, he/him/his, they/them/theirs, etc.).

We strongly encourage people of color, lesbian, gay, bisexual, transgender, queer and non-binary people, veterans, parents, and individuals with disabilities to apply. The Center is an equal opportunity employer and welcomes everyone to our team. If you need reasonable accommodation at any point in the application or interview process, please let us know.

Research has shown that women and people from marginalized communities apply to roles when they meet 100% of the job requirements, versus male applicants who apply if they meet an average of 60% of the requirements. If you think that your skills are transferable and can add value to this role, please apply so we can determine whether it's a good fit.