



**GROUNDED
SOLUTIONS
NETWORK**

strong communities
from the ground up

Title: Human Resources & Operations Coordinator	Reports to: Director of Operations
Department: Operations	Status: Full-time, Exempt

About Us

[Grounded Solutions Network](#) is a national nonprofit dedicated to shaping communities to be inclusive and filled with opportunity for all. Where we live matters. It determines what opportunities we have and how our kids grow up. Everyone should be able to live in a place that offers opportunity: access to jobs, parks, public transit, quality schools and stable homes. Strong and inclusive communities provide the foundation that people and families need to thrive, both in the present and for future generations.

As a national membership organization, we support nonprofit and government practitioners, advocates, elected officials, and other housing professionals with the knowledge and support they need. We promote homes that remain affordable for generations and provide the foundation for our communities to be stable and strong, for good.

In order to create a vibrant workforce and fully realize the mission and vision of our organization, we are committed to fostering an organizational culture rooted in critical thinking and consciousness about race and class. We seek candidates who are dedicated to achieving racial equity. We are committed to building a staff team that is as racially and culturally diverse as the communities that we serve; candidates from all backgrounds are encouraged to apply.

All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

About the Position

We are looking for a Human Resources & Operations Coordinator to support a broad range of operational and human resource activities for our organization. As a key member of the Operations team, this position is responsible for implementing core HR activities (recruitment, onboarding, day-to-day administration), undertaking assigned operations and administrative tasks, and assisting in developing and supporting systems to increase operational efficiency. Based in Oakland, CA, this position reports directly to the Director of Operations, and collaborates closely with remote-based, geographically dispersed staff throughout the organization.

This is a great opportunity for a highly organized, detail-oriented individual who loves wearing multiple hats and is excited by the prospect of working behind-the-scenes to advance the organization's mission. The ideal candidate will actively participate in team and employee meetings, retreats, or initiatives, and contribute strategies to help the Operations team improve its systems and advance the organization's racial equity goals. We are committed to supporting the ideal candidate to grow their skills and opportunities working in nonprofit operations and build their knowledge about the programs we support.

Key Responsibilities

This is a new position, and the duties will evolve over time. The primary areas of responsibility are:

Human Resources 40%

- Serve as the HR liaison between employees and our third-party Professional Employer Organization (PEO) and other vendors to administer benefits, employee leaves, worker's compensation, and 401k
- Respond to personnel-related inquiries from staff, referring complex and/or sensitive matters to the appropriate supervisors and/or PEO.
- Collect timesheets and report payroll to PEO
- Collaborate with hiring managers to implement recruitment activities such as posting job descriptions, scheduling interviews, and completing new hire paperwork
- Implement employee onboarding and offboarding activities
- Coordinate benefits, open enrollment trainings and communications with staff
- Ability to prioritize and handle multiple projects simultaneously
- Serve as lead administrator for personnel recordkeeping; filing, personnel action tracking compliance, documentation and reporting ensuring accuracy for audit
- Assist in identifying strategies to improve upon current HR systems and processes

Operations/Administrative Support 60%

- Maintain system to track and file organization's state and business registrations to ensure information is updated and in good standing.
- Support logistics for organization and programmatic convenings such as identifying and coordinating with hotels and caterers.
- Communicate operational policies and procedures for internal and external audiences by drafting written content, conducting training, and/or presentations.
- Assist in identifying and improving policies, systems and processes
- Support technology administration and data maintenance tasks as needed
- Support broad range of development operations tasks such as processing donations, managing acknowledgements, and creating mailing lists as needed
- Open mail, interface with organizational vendors, and other general office needs.

Qualifications for Entry into this Position

Knowledge, skills and abilities

- Minimum 2 years of related work experience
- Strong organization skills with meticulous attention to detail while ensuring security of files, data management and other confidential communications
- Sound judgement, professionalism and ability to handle sensitive and confidential information with discretion
- Ability to work independently while prioritizing and handling multiple projects simultaneously
- Experience with general human resources, benefits administration, processing payroll, personnel record keeping and familiarity with an HRIS preferred
- Proficiency in Microsoft Office Suite and willingness to learning other technology such as Salesforce.com

Travel required

Occasional out-of-state travel with approximately 2-3 trips per year to company meetings or conferences.

Location

This is a full-time position required to be based in our Oakland, CA office (BART transit-accessible).

Telecommuting part-time may be an available option.

The organization also has a secondary office in Washington, DC and various departmental staff may be based and working remotely anywhere in the contiguous 48 states. All staff are expected to demonstrate the ability to work remotely while maintaining high levels of efficiency and productivity and communicating effectively with their direct supervisor and colleagues.

Starting Salary Range

\$50k-\$60k annually, commensurate with experience.

Join our team and build your career with us! We offer:

- Supportive, stimulating and collaborative environment with passionate colleagues dedicated to building community and equity.
- Opportunities for professional growth and development.
- Competitive, comprehensive benefits package including health, dental, matching 401k and paid time off.

Work Environment/Physical Demands

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. All employees are responsible for a clean and safe work area. While performing the duties of this job, the employee is regularly required to sit, and occasionally required to stand and walk. The noise level in the work environment is usually quiet.

How to Apply

Please submit, as 1 document (PDF or Word), a cover letter with salary requirements and resume. In your cover letter, please tell us what appeals to you about working at Grounded Solutions Network and why you would be a great candidate.

Please submit to: <https://bit.ly/3bxNGRH>