



Job Announcement

Title: **Human Resources Coordinator**
Department: **Administration/Operations**
Reports To: **Director of Operations**
Status: **Full-Time; Non-Exempt**

Shanti is a San Francisco based non-profit that builds human connections to reduce isolation, enhance health and well-being, and improve quality of life.

OUR HISTORY: Dr. Charles Garfield founded the Shanti Project (Shanti) in 1974 as a young psychologist working on UCSF's oncology unit. It was there that he became aware of the profound isolation and loneliness experienced by so many of his patients as they faced a short life span. He resolved that no one should have to experience a life-threatening illness alone. And so, he began to train volunteers to provide sophisticated emotional and practical support while listening deeply, with compassion, to the stories and needs of people facing serious illness and death. This was the beginning of San Francisco Bay Area's Shanti Project, one of the first organizations in the world to train lay volunteers to treat what mainstream medicine does not and cannot treat - isolation and loneliness.

POSITION SUMMARY:

The Human Resources (HR) Coordinator will be an integral part of a growing operations team working to ensure our hardworking employees have everything they need to perform and support our clients. This is an opportunity for those who excel in administrative tasks to support those who support our community. We are looking for a team player demonstrating professionalism and the ability to prioritize tasks, analyze data, problem solve, think critically and create, improve, or refine systems. The HR Coordinator should be a resourceful self-starter with strong project and time management skills. The ideal candidate will thrive in a fast-paced environment and bring a blend of patience, curiosity, and accountability to this new role.

PRIMARY DUTIES:

- Track employee documents including onboarding, annual, and compliance
- Update and maintain employee records
- Act as Co-Administrator to HR software
- Post open job positions and ensure compliance rules are met regarding distribution
- Contact references and perform background checks on applicants
- Conduct or help with new employee orientation and onboarding
- Assist with performance management procedures.
- Schedule meetings, interviews, HR events, and maintain agendas
- Coordinate training sessions and seminars
- Produce and submit reports on general HR activity
- Keep up-to-date with the latest HR trends and best practices
- Research and advise on San Francisco Ordinances
- Other duties as assigned

SECONDARY DUTIES:

- Support annual open enrollment for employee benefits
- Support finance with payroll and annual audit as needed
- Other duties as assigned

QUALIFICATION/REQUIREMENT: We seek highly qualified candidates with as many of the following areas of knowledge, ability, skills and experience as possible:

- 1-3 years of experience working in an administrative role in an office setting
- Excellent written and verbal communication skills
- Excellent clerical skills including familiarity with Microsoft Outlook, Word, Excel, and PowerPoint
- Meticulous documentation practices
- Confident working with technology and databases such as BambooHR, Ease, Salesforce, etc.
- Comfortable with other technology such as Teams, SharePoint, Zoom
- Commitment to professionalism and a high respect for confidentiality
- Ability to establish and maintain effective working relationships with a variety of individuals and groups
- Commitment to developing and maintaining an anti-racist work place
- Commitment to diversity, equity, and inclusion practices
- Sensitive to all diversity including, but not limited to, sexual orientation, gender identity, race, socio-economic status, language, spirituality, and religion
- Must be vaccinated for COVID-19 or willing to test weekly

COMPENSATION/BENEFITS: Shanti offers a competitive non-profit salary starting at \$55,000 and comprehensive benefit package, including multiple fully covered medical options as well as dental and vision. Other benefits include life insurance, long term and short-term disability, chiropractic/acupuncture, Employee Assistance Program, and an optional Teledoc plan. A 403B saving plan is also available to all employees regardless of FTE status.

Shanti allows for flexible schedules as well as promotes a culture of self-care for all our employees. This position will be a hybrid in office/remote position with the option to work remotely up to 3 days per week. In the first year of employment, employees earn 90 hours of sick time and 112.5 hours vacation annually and begin accruing sick time and vacation time starting their first day of employment with no waiting period (i.e. you can use as you accrue). Employees also receive 2 personal days annually as well as 15 paid holidays.

PHYSICAL REQUIREMENTS: 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.

- Ability to work at a desk for an extended period of time
- Ability to lift and move 20 lbs

EQUAL OPPORTUNITY: Shanti is an equal opportunity employer that supports and lives diversity in our staffing and values. Shanti complies with applicable federal, state, and local laws governing nondiscrimination in employment. We actively encourage and seek qualified candidates of all backgrounds.

APPLICATION PROCESS: To apply, please send a resume and a cover letter to Shannon Bourne, Director of Operations at: HR@shanti.org. Please no phone calls.