



## Position Description

**Title:** Human Resource Coordinator  
**Reports to:** Director of Finance & Operations  
**Status:** Non-Exempt  
**Hours:** 30-40 hours/week

### Position Summary

**Join a team that values the diverse talents and ideas of each staff member at Green Bay Botanical Garden.** The Human Resource Coordinator is an integral part of the Garden's team and is responsible for a broad range of human resource functions, such as talent acquisition, compensation, benefits, training, and workplace safety. This role will often be the first point of contact for new employees during the hiring process, and a continual resource for current employees.

### Core Competencies & Essential Functions

1. Assist employees in interpreting Garden policies/procedures and responding to general human resource inquiries.
2. Build and maintain relations with employees to promote and foster an environment of open communication and transparent, candid feedback.
3. Responsible for full cycle of talent acquisition, including determining organization needs, recruiting, screening applicants, background checks and interviewing candidates along with hiring managers.
4. Onboarding new employees, including new hire orientation, review of Garden policies, and ensuring new hire paperwork and benefit enrollments are processed.
5. Manage and track employee surveys, annual performance reviews, benefit eligibility, and other pertinent HR information.
6. Offboarding employees, including routine seasonal employees and interns at the conclusion of their work timeframe.
7. Work with Leadership on benefit changes and communication plans.
8. Assist with internal equity analysis for all job classifications, including salary surveys, market compensation data, and review of job skills/requirements; provide input and participate in compensation budgeting process.
9. Maintain compliance with employment laws and regulations, and other matters as they arise; ensure required communications are available for employees.
10. Provide input on policy changes; update the Employee Handbook and ensure employees acknowledge annually, or as needed.

11. Develop and formalize workplace safety program, including:
  - Work with each department on documenting a safety manual/protocol and tracking system for annual training for existing and new employees/volunteers; include basic safety such as proper lifting techniques and ergonomics.
  - Work with members of Leadership and staff to document an Emergency Preparedness guide for all Garden employees and volunteers, including weather, fire, disruptive guest, medical emergency, etc.
  - Help identify gaps in employee safety and training.
  - Help develop a risk management program to reduce liability, including a system to document adverse events, notification process, and follow up.
12. Track worker compensation incidents and work with the manager on accommodations and return to work protocol.
13. Coordinate education and/or training programs on topics such as customer service, team building, first-aid, safety and other topics as needed.
14. Other duties as assigned.

### **Finance**

1. Serve as back up to the Accounting Assistant to process payroll, maintain employee records and field employee questions.
2. Assist the Director of Finance & Operations in managing the benefits programs, including retirement plan and insurance, to maintain compliance, minimize risk and ensure cost effective programs are in place.

### **Qualifications, Skills & Physical Requirements**

- Associate or Bachelor's Degree preferred with three to five years of Human Resource experience or equivalent combination of education and experience.
- Excellent organizational, interpersonal, written, and verbal communication skills; ability to work independently and collaboratively as part of the Garden team is critical.
- Attention to detail and accuracy, problem solving, decision making, planning and organizational skills, as well as time management, adaptability, and follow-through skills are a necessity.
- Highly proficient in Microsoft Office, Teams, ADP or related software.
- Personal qualities must include confidentiality, discretion, integrity, credibility and dedication to the mission of Green Bay Botanical Garden.
- Flexibility to support Garden events, by working occasional evenings and weekends in both indoor and outdoor environments.
- While the position is generally a desk job, there are occasions when standing for up to 4 hours is necessary, and some lifting/hauling of materials up to 20 pounds.
- Experience working within a non-profit and/or community resource is a plus.

## **Standard Benefits**

Employees at Green Bay Botanical Garden have access to a competitive benefits package based on eligibility criteria.

- Health & Dental Insurance
- Life Insurance
- Retirement Plan
- Paid Time Off
- Holiday Pay

## **Standard Work Perks**

Employees at Green Bay Botanical Garden can enjoy the following perks:

- Free daily admission to the Garden and for up to four guests per visit
- Free passes to ticketed events
- Discounts on ticketed events
- 15% discount at the WPS Trellis Gift Shop
- 50% off room rentals for a private event

## **Apply**

[Complete the Employment Application](#) on our website and submit a cover letter and resume to [info@gbbg.org](mailto:info@gbbg.org) **by 7/8/24.**

## **Equal Opportunity Employer**

Green Bay Botanical Garden provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Our employees love to perform their work in a team environment that includes our volunteers. We value our connection to the greater northeast Wisconsin Community. We care about and value the diverse talents and ideas each employee brings to Green Bay Botanical Garden.

## **Our Mission**

Green Bay Botanical Garden connects people with plants by providing year-round educational and recreational experiences for everyone in an environment that engages, inspires and refreshes.

Updated Date: 6/11/2024