



Administrative-Human Resources Coordinator Position

WHO WE ARE

[Local Government Commission \(LGC\)](#) (LGC) is a 501(c)3 nonprofit organization fostering innovation in environmental sustainability, economic prosperity, and social equity. We work to build livable communities by fostering local leadership and regional collaboration, advancing policies at local and state levels, and implementing solutions as a technical assistance provider and advisor to local jurisdictions. We believe that change is best advanced at the local level and we support those who are dedicated to improving their communities.

Our current program areas include Water, Community Design, Climate Change, Energy, and National Service. In our mission to build livable communities and local leadership, we strive to address inequities throughout our work: in our events and network opportunities; as we advance policies through local and state engagement; and as we provide technical assistance to local jurisdictions. Our work supports those dedicated to improving their communities, and we believe that change is best advanced at the local level.

WHAT WE OFFER

The LGC supports staff by providing opportunities for professional development and training in a collaborative work environment. A strong work-life balance is encouraged and supported through flexible work schedules, a focus on staff engagement, and employee appreciation. Staff have the opportunity to engage and participate in both internal and external organizational initiatives and play an important role in an organization that is positively impacting communities across California.

This position is full-time and non-exempt (hourly) and is located in Sacramento, CA. The annual full-time starting salary range for this position is **\$43,680 - \$49,920** depending on qualifications.

LGC's benefits package includes:

- 100% employer-paid medical, dental, and long-term disability coverage.
- Ten days of paid vacation time per year for the first two years and fifteen days after the second year, accrued on a pro-rata basis.
- Twelve days of paid sick leave per year, accrued on a pro-rata basis.
- Twelve paid holidays per year.
- 401K retirement plan with an employer contribution, which is currently up to 4% of salary.

- Access to the LGC's Employee Assistance Program.

WHO WE'RE LOOKING FOR

We are looking for a dynamic individual who is interested in an opportunity to use their administrative skills and experience in a position that provides the ability to grow their skills and build their knowledge in both the Administrative and Human Resources space. We are seeking a motivated and committed individual with strengths in communications, organization, prioritization, problem-solving, customer service, with the ability to work both collaboratively and independently.

The Administrative-Human Resources Coordinator will perform administrative tasks and services to support the efficient and effective operations of the organization and the human resources department. This position plays a critical role in the overall success of the organization.

WHAT YOU CAN BRING

We are searching for candidates with the following key attributes and qualifications:

- A willingness to learn new skills and practice them quickly
- Comfort in managing time and tasks with multiple timelines
- Initiative and drive
- Excellent written and verbal communication skills
- Excellent organization and time management skills with strong attention to detail
- Excellent interpersonal and customer service skills
- Ability to problem-solve
- Intermediate to advanced understanding of clerical procedures and systems such as recordkeeping and filing
- Ability to manage sensitive and confidential situations with tact, professionalism, and diplomacy
- Proficiency in Microsoft Office Suite, G-Suite or related software

ESSENTIAL RESPONSIBILITIES INCLUDE

- Greeting and directing visitors and clients
- Developing and distributing administrative-related correspondence both internally and externally
- Answering phone calls, and transferring and/or screening when necessary
- Mailroom duties that include managing office shipping and receiving, incoming and outgoing mail, ordering office supplies, and maintaining an inventory list
- Assembling and returning materials and equipment for outside use
- Coordinating with the IT department on the maintenance and use of office equipment
- Conducting staff surveys and polls
- Coordinating conference calls, virtual events and meetings, and networking activities as needed

- Updating and managing databases, spreadsheets, timelines, and reports
- Conducting research, collecting/tracking data, analyzing data, and preparing summary documents
- Participating in organization-wide operational committees
- Maintaining both digital and physical administrative and human resources filing systems and records with integrity and confidentiality
- Maintaining a system for recording expenses and the use of petty cash
- Answering frequently asked questions from applicants and employees relevant to standard operating policies and procedures, benefits, hiring processes, etc.
- Performing periodic audits of HR files and records to ensure that all required documents are collected and filed appropriately
- Assisting recruiting, new hire orientation, and onboarding processes
- Assisting with the planning and execution of special events such as benefits enrollment, employee recognition events, holiday parties, and other staff engagement activities
- Providing general clerical support to the HR department and other duties as assigned

ADDITIONAL PREFERRED SKILLS AND ABILITIES

- Ability to think analytically and critically
- Data management or tracking experience
- Familiarity with tools including Google Suite tools, Microsoft Office Suite tools, Constant Contact, Survey Monkey, MailChimp, FormSite, and Confluence
- Two+ years of experience in an administrative or clerical role
- One+ year experience providing support to an HR Department
- Associates degree in related field

APPLICATION PROCESS & DEADLINE

Interested applicants should email their résumés, cover letters describing their qualifications and interest in the position, and three references to HR@lgc.org.

Candidates are requested to use the following headings and labels when submitting their application. References should be included directly in the email body.

- Email subject line: Admin-HR Coordinator Application [Full Name]
- Cover Letter attachment: First Initial.Last Name_Cover
- Resume attachment: First Initial.Last Name_Resume

Local Government Commission is an Equal Opportunity Employer and does not discriminate against any employee or applicant for employment because of race, color, sex, age, national origin, religion, sexual orientation, gender identity and/or expression, status as a veteran, and basis of disability or any other federal, state or local protected class. Our agency embraces a diverse & culturally rich workforce, and we welcome all candidates to apply.

This position will remain open until filled and interviews will be conducted on a rolling basis. The priority deadline is **November 23, 2020**, and the second priority deadline is **November 30, 2020**.