



Portland Japanese Garden seeks Full-Time Human Resources & Administrative Coordinator

Position Overview

The Human Resources & Administrative Coordinator is responsible for providing day-to-day and behind-the-scenes HR and administrative support for the organization. This position is perfect for someone who enjoys a variety of tasks during the workday and/or is interested in a career in HR, with opportunities for advancement. The Human Resources & Administrative Coordinator reports to the Human Resources Manager.

Primary Duties

Human Resources Support (approx. 15 hours/week)

- Provide logistical support in the hiring process, including posting jobs, scheduling interviews, conducting reference checks, and communicating back to all applicants
- Work with the HR Manager to prepare for the onboarding of all new hires
- Schedule exit interviews with HR Manager and help ensure completion of termination checklists
- Work with the HR Manager to ensure the Employee Handbook and internal forms are updated
- Help explain company policies and procedures to staff
- Administer employee transit and parking program
- Maintain staff directories and contact information

Executive Support (approx. 15 hours/week)

- Support Chief External Affairs Officer (CEAO) with general administrative tasks for their departments, which include Marketing, Community Relations, Membership, and Development
- Assist with the CEO's schedule, including scheduling meetings and managing contacts in Outlook
- Log meetings in CRM database (currently Raiser's Edge), and type meeting notes and recaps
- Regularly communicate on behalf of the CEO
- Print and mail correspondence to community partners
- Assist with data clean up in Excel (e.g., budgets, contact lists, visitor demographics, etc)
- Assist with preparation for events for Membership, Development, and Marketing

Administrative Support (approx. 10 hours/week)

- Open, process, and deliver daily mail
- Order and manage inventory of office supplies and organization collateral (brochures, letterhead, business cards, name tags, etc.)
- Order staff name tags and business cards
- Maintain shared copier and workroom spaces, keeping them stocked and organized
- Oversee operation of copiers and postage meter, including ordering supplies

Other Responsibilities

- Familiarize oneself with the organization and the Employee Handbook
- Get to know fellow staff members, developing trust, establishing credibility, encouraging teamwork, and creating an atmosphere of open, honest, two-way communication
- Serve as a role model for Garden volunteers, providing support and encouragement to volunteers in their roles across the Garden
- Maintain a high level of professionalism in manner and appearance
- Adhere to Garden Dress Code (business casual)

Qualifications

- Preference given to those with/working toward a degree in HR
- General knowledge of office environments
- Detail oriented with exceptional organization skills
- Ability to remain flexible with shifting priorities
- Ability to maintain confidentiality with sensitive information
- Proficient with Microsoft Office Suite

Special Requirements

- Must have excellent verbal and written communication skills
- Must be able to remain in a stationary position and/or move about the Garden for several hours
- Valid driver's license
- Comfortable lifting up to 50lbs

Compensation & Schedule

- Wage: \$16.00/hour
- This is a full-time, hourly position with 40 hours per week. Shifts are typically 8 hours (plus ½ hour lunch), between 8:00am and 5:00pm, Monday through Friday.
- Benefits: health, dental, and vision insurance (premium 100% covered for employees); 401k plan (after 90 days, with 4% employer match after 1 year); paid vacation, sick, and holiday time.

Applications

To apply, please email a resume, cover letter, and three work-related references to humanresources@japanesegarden.org, with "HR & Administrative Coordinator" in the subject line. Please no phone calls or hand delivered applications. Submit application materials by **Sunday, January 19th, 2020**.

All submitted applications will be held in confidence.

Organization Overview

Portland Japanese Garden is renowned as the most authentic and finest Japanese garden outside of Japan. The Garden has a year-round staff of 85+ FTE's and 30+ seasonal staff, supplemented by over 200 volunteers. All of our staff play a vital role in helping our visitors experience the beauty and tranquility of the garden and expand their understanding of Japanese culture.

A few of the benefits our employees enjoy include:

- Working for a beautiful, authentic Japanese garden, overlooking the city
- Incentives for alternative transportation for your commute to work
- A workplace culture that prioritizes hiring and promoting from within
- Access to the Garden for you, your family, and your friends
- The opportunity to attend a variety of cultural events
- Reciprocal access to other area attractions, such as the Lan Su Chinese Garden, Portland Art Museum, and the Oregon Zoo

Portland Japanese Garden is proud to be an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. We recruit, employ, train, compensate, and promote without regard to race, color, national origin, creed, religion, sex, gender identity, sexual orientation, marital status, parental status, disability, age, veteran status, or any other status protected by law.