



Position: Part-time HR Coordinator (Partially Remote)

Reports to: Finance/HR Manager

Description: Sacramento Theatre Company seeks an experienced Human Resources (HR) professional to fill the position of a part-time HR Coordinator. The HR Coordinator provides HR administrative support and works with the STC management team to coordinate HR processes and procedures. We are particularly interested in someone who can oversee our "HR" email address and address other duties remotely, as well as commit to regularly scheduled in-office appointments and meetings, as required.

Responsibilities:

- Coordinates and facilitates monthly HR meeting.
- Assists with reviewing and updating the employee handbook as requested by management.
- Distributes updated company policies as needed.
- Performs customer service functions by answering HR or health benefit related employee requests and questions.
- Conducts benefits enrollment for new employees and answers questions as necessary.
- Coordinates COBRA Administration process
- Completes new hire paperwork process with new employees.
- Completes termination paperwork process with exiting employees.
- Coordinates background check process.
- Conducts research related to existing HR procedures and recommends any corrective action.
- Conducts research to coordinate the implementation of new HR procedures and processes.
- Stays up to date with current HR Laws and provides management with updates as needed.
- Assists with the preparation of performance review forms.
- Maintains employee files.
- Performs other duties as assigned.

Qualifications:

- A minimum of 2 years' working experience in HR required.
- Experience with Cal OSHA and workplace safety preferred.
- Knowledge of state and federal compliance regulations and CA Labor Laws.
- Experience working in a fast-paced environment with the ability to handle multiple tasks under pressure.
- High level of interpersonal skills to handle sensitive and confidential situations and documentation.

- Strong written and verbal communication skills.
- Strong attention to detail.
- Demonstrated organizational skills.
- Demonstrated ability to work independently, setting priorities and handling routine functions without continuous direction.
- Intermediate to advanced experience using a PC and Microsoft Office: Excel, Outlook and Word.
- Graduation from a two-year college with an Associate's degree in human resources or related field required; Bachelor's degree preferred.

Hours: 6-8 Hours per Week

Compensation: \$20 per Hour

If interested in applying, please submit a resume with cover letter and references to Bridget Styles at stylesb@sactheatre.org