



Save the Sound[®]

Action for our region's environment.

Human Resources and Office Coordinator

Full-Time Staff Position

New Haven, CT

Who We Are

Save the Sound leads environmental action in your region. We protect the Sound, restore its rivers, fight climate change while building resilient communities, and save endangered lands. We do this in many ways, from legislative advocacy and legal action to engineering, environmental monitoring, and hands-on volunteer efforts. For more than 40 years we've been ensuring people can enjoy the healthy, clean, and thriving environment they deserve today and for generations to come.

Our organizational leadership and staff are working to deepen Save the Sound's diversity, equity, and inclusion. We seek to attract a more diverse applicant pool. We work in diverse communities and landscapes and are actively working to increase our focus on driving environmental justice action for equitable outcomes within diverse communities through our work.

The Position

Save the Sound seeks a personable, organized and details-oriented individual to serve as the Human Resources and Office Coordinator. This position is based out of our New Haven, CT office and reports to the Chief Financial Officer. Though some responsibilities may be performed remotely, a regular and consistent office presence will be required.

The incumbent will be the first point of contact for current and new staff as it relates to routine personnel matters, such as onboarding, benefits enrollment and payroll-related questions. In addition, this role will also be responsible for providing logistical office support such as supply ordering, mail distribution, delivery acceptance and liaising with the landlord and other vendors.

Key Responsibilities

Human Resources administration (~60%)

- Maintains and updates personnel records and helps to ensure performance reviews and required trainings are completed timely
- Prepare new hire documentation, process background checks and conducts/coordinates onboarding meetings with new employees
- Prepare and process bi-weekly payrolls, including administrative review of timesheets
- Completes benefits enrollments and assists the Chief Financial Officer in open enrollment planning, documentation, rollout and presentation
- Assists in the review of job postings; posts open positions and screen candidates for suitability
- Coordinate offboarding tasks as needed, such as equipment and credential returns

- Assist the Chief Financial Officer in evaluating HR-related software and recommends process improvements as needed
- Management of other fringe benefits such as parking and transit subsidies
- Maintains and updates the personnel handbook and helps with related communications and messaging to staff
- Performs other duties as required to support the Human Resources function and to ensure the smooth administration of payroll and benefits

Office administration (~40%)

- Maintains office supplies and coordinates supply orders
- Ensures operation of office equipment, schedules maintenance and repairs as needed
- Responsible for receiving, sorting and distributing mail and packages
- Oversees postage and mailing packages for the organization
- Update the staff phone and email directory as needed
- Answers and directs phone calls as needed

Qualifications

Minimum Qualifications

- 2 – 5 years of related work experience; non-profit experience preferred
- Excellent attention to detail and dedication to accuracy and reliability
- Proficiency with Microsoft Office software
- Customer-service mindset and the ability to manage competing priorities
- Associates degree with course work in accounting, business or human resources preferred
- Experience with third-party payroll software preferred

Due to the sensitive nature of this role, a background check will be required.

Terms and Compensation

This is a full-time, salaried and benefits eligible position. Compensation is between \$45,000 and \$60,000 per year, paid bi-weekly and is dependent upon experience. Benefits package includes health insurance, 403b with employer match after one year of service, life and long-term disability insurance, paid holidays and PTO.

COVID-19 Considerations

In order to protect all employees, we are requiring that all new employees be fully vaccinated for COVID-19 before the start of employment and that employees follow Save the Sound's Covid-19 Vaccination and Office Use Policy.

To Apply

Please submit a resume, a writing sample, and a cover letter describing your interest and qualifications for this position. Please use the subject line "HR & Office Coordinator" when you submit the materials

to jcrite@savethesound.org. No phone calls please.

Applications will be accepted starting April 15, 2022 and will be reviewed on a rolling basis until the position is filled.

We are a thoughtful and thorough organization. We will be in touch to acknowledge receipt of your application and to schedule selected applicants for an interview. Our hiring process can take from 7 to 10 weeks. You will be informed when the hiring process is complete. Please be patient.

Save the Sound is an equal opportunity employer. We prohibit discrimination based on age, color, disability, marital or parental status, national origin, race, religion, sex, sexual orientation, gender identity, veteran status or any other legally protected status in accordance with applicable federal, state and local laws.