

# **HUMAN RESOURCES AND OPERATIONS COORDINATOR**

## **JOB ANNOUNCEMENT**

The San Antonio Education Partnership, a non-profit 501(C)(3) organization, seeks an experienced professional to serve as a Human Resources and Operations Coordinator.

This position is responsible for organizational operations and human resources (HR) support for the San Antonio Education Partnership (SAEP). The HR and Operations Coordinator serves as the point of contact for facility/assets-related responsibilities. This position also serves as the liaison with SAEP's Professional Employer Organization and supports the day-to-day employee relations-related responsibilities. The HR and Operations Coordinator consistently demonstrates SAEP core values of communication, integrity, excellence, respect, innovation, and teamwork internally and publicly.

### **The San Antonio Education Partnership**

Since 1989, the underrepresented and underserved students in San Antonio have been given the opportunity and confidence by the San Antonio Education Partnership to experience the dream and success of attending and graduating from college. The goal of SAEP is to close the college graduation gap for San Antonio by having its students graduate from high school, enroll in college, and earn a college degree and/or certificate.

### **Human Resources**

- Serves as the liaison with SAEP's Professional Employer Organization as well as supports the day-to-day employee relations-related responsibilities.
- Creates and executes recruitment plans for hiring for present needs and for future growth. Collaborates with appropriate staff to understand skills and competencies required for positions. Makes final employment offers to selected candidates upon final approval from the Executive Director and Chief Financial Officer.
- Responsible for creating and promoting all job postings internally and publicly.
- Responsible for verification of candidate requirements prior to projected start date and preparation of new hire documents. Responsible for ensuring new employee onboarding is completed thoroughly.
- Ensures all employee and new hire compensation-related and position-related changes are communicated by scheduled calendar dates prior to payroll submission.
- Prepares and executes separation notices, termination notices, exit interviews, performance improvement plans, and other employee conduct notices.
- Responsible for removal of employee access from agency systems at time of employee separation.
- Ensures annual performance evaluations of all staff have been conducted.
- Revises employee handbook on an annual basis.
- Analyzes trends in compensation and benefits. Researches and proposes competitive rates to ensure the organization retains talent.
- Assist with benefits administration/enrollment to include Health, Dental, Vision and all other Ancillary policies including Retirement Plan and Employee Wellness Program.
- Provides support and guidance to management and other staff when complex and specialized employee relations questions and issues arise.
- Conducts investigations involving employee relations and submits investigation findings to the Executive Director and Chief Financial Officer.
- Responsible for integrity and security of all personnel files.
- Performs background checks of all staff on an annual basis.
- Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law.
- Reviews policies and practices to ensure and maintain compliance with federal, state, and local employment laws and regulations.
- Staffs the SAEP Board's Governance Committee.
- Performs related duties and fulfills responsibilities as required.

## **OPERATIONS**

- Serves as the point of contact for facility/assets for optimal agency operations.
- Responsible for ongoing assessment of facility operations and assets. Schedules and records needed maintenance and repairs.
- Maintains inventory of all SAEP and COSA assets and submits reports when requested. Records usage of all printers and copiers.
- Manages custodial services to include weekly walk-through inspections.
- Communicates facility-related updates to staff in a timely manner.
- Plans, schedules, records, and monitors Staff Development Safety trainings on an annual basis.
- Updates and maintains Evacuation, Disaster, and Safety Plans.
- Creates and updates organizational operations manual.
- Orders all program, office, and janitorial supplies.

## **Qualifications**

- Bachelor's Degree from an accredited college or university with major course work in Human Resources, Public Administration, Business Management, or related field-
- Three (3) years of progressively responsible professional full-time Human Resources experience.
- SHRM association/certification highly desired.
- Non-profit experience preferred.
- Ability to quickly acquire knowledge of the organizational structure, mission, goals and objectives, policies and procedures.
- Experience in Operations Management with knowledge of building and facilities maintenance.
- Ability to communicate clearly and effectively, both verbally and in writing.
- Ability to organize work, set priorities, coordinate workload, handle multiple responsibilities, and meet deadlines.
- Ability to maintain strict confidentiality.
- Ability to deal with diverse situations and people.
- Ability to establish and maintain cooperative working relationships with staff and those contacts.
- A valid driver's license and insured personal vehicle.

## **Working Conditions**

- This is an in-office position at 131 El Paso St., San Antonio, Texas 78204.
- This position may require some evening and weekend hours.

## **Physical requirements**

- Subject to sitting, standing, and walking to perform the essential job functions.

## **Direct Reports**

- No direct reports.

## **To Apply**

Qualified candidates should forward a letter of interest, a resume, and three references to:

**San Antonio Education Partnership**  
**Attn: Nangie Lowrie, Operations/HR Manager**  
**131 El Paso**  
**San Antonio, TX 78204**  
[nlowrie@saedpartnership.org](mailto:nlowrie@saedpartnership.org)

***Salary range: \$50,000-\$60,000 + full-time benefits to include health, dental, vision, life, generous PTO and holiday pay, and 401K plan with match***

*The San Antonio Education Partnership is an Equal Employment Opportunity Employer*