



Job Announcement People Operations Coordinator

About CNPS

The California Native Plant Society (CNPS) is a statewide non-profit conservation organization (www.cnps.org) founded in 1965, with more than 10,000 members in 35 chapters across California and northern Baja California, Mexico. The mission of CNPS is to increase understanding and appreciation of California's native plants and to conserve them and their natural habitats through scientific study, education, advocacy, horticulture, and stewardship.

Job Summary

Reporting to the Accounting and HR Manager, the People Operations Coordinator will be responsible for day-to-day human resource duties for the Operations department. The coordinator will support tasks involved in the full employee lifecycle, from recruitment, onboarding, HRIS and benefits management, payroll processing, training and development, performance management, employee relations, and separation.

Duties and Responsibilities

- Supports hiring managers in full-cycle recruitment, from identifying and addressing talent needs, candidate outreach, and onboarding new hires.
- Manages Human Resource Information System (HRIS), all other HR platforms, and maintains employee records.
- Assists health benefits enrollment, 401(k) management, and other benefits management tasks.
- Processes semi-monthly payroll, and imports payroll data into accounting software.
- In partnership with the Accounting and HR Manager, identifies and implements training and development needs.
- Coordinates and supports supervisors in performance management cycles.
- Assists in the collection and analysis of quantitative and qualitative HR data.
- Maintains and updates HR-related policy documents (e.g. employee handbook, operations manual, compensation plan, COVID-19 policies, etc.).
- Together with the Accounting and HR Manager, executes the HR action plan of the Diversity, Equity, Inclusion, and Justice (DEIJ) strategic plan.
- Plans and organizes virtual and in-person all-staff events and meetings, acting as point person for all logistics.
- Assists chapter leaders in volunteer onboarding and policies relating to human resources (e.g. harassment prevention training, COVID-19 policies, etc.)
- Nurtures and cultivates CNPS's organizational culture of transparency, empathy, open-mindedness, and flexibility.

Required Qualifications

- 2 plus years' experience in full employee life-cycle Human Resource Management.
- Experience with HRIS, and payroll and timekeeping systems.
- Knowledge of local, state, and federal employment laws and regulations.
- Proficiency in MS Office (Excel, Word, and PowerPoint).
- Strong communication and listening skills with a history of clear and concise verbal and written communication in professional settings.
- Experience working with confidential information, and practices good judgment in responding to employee relation matters.

- History of effective collaboration with all levels of internal staff and outside parties, including volunteers, vendors, contractors, and other partners.
- Excellent project management skills, highly organized, detail oriented, with demonstrated success prioritizing multiple projects.
- Possesses a learning and growth mindset, and continuously seeks to improve themselves and the employee experience.

Preferred Qualifications

While CNPS recognizes that not every individual will exhibit all of these characteristics, the successful candidate will possess at least one – and ideally more than one – of the following:

- Bilingualism (Fluency in Spanish or other languages spoken in California).
- Bachelor’s degree in human resources management, organizational behavior, or other related discipline.
- Experience with applicant tracking systems (ATS) and performance management platforms.
- A working understanding of and training in diversity, inclusion, equity, and justice.
- Demonstrated ability at identifying areas of improvements, including understanding trends, and proactively creating solutions.

Physical Requirements

This job can require prolonged sitting and use of computer and mouse. It may require participation in field trips on uneven trails with variable grade. These requirements are representative, and reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Additional Information

- Work requires occasional travel throughout California. Work travel is reimbursed.
- Work schedule is generally eight hours a day, Monday to Friday. Flexible schedules are possible.
- Some evening and weekend work may be required to meet deadlines or to participate in meetings and activities.
- A valid California driver’s license is required.
- This is a California-based remote position, but may transition to a Sacramento- or Berkeley-based position if work dictates and safety allows.

Status, Compensation, and Benefits

This is a full-time non-exempt position with a starting hourly rate of \$26.06. CNPS provides a comprehensive benefits package, paying 100% of employee premiums for health, life, dental, and vision insurance. CNPS offers a 401K retirement plan with up to 6% matching contributions. Annual paid leave benefits include 13 holidays, 12 sick days, and 10 paid vacation days to start.

Equal Opportunity Policy

CNPS’s policy is to afford equal employment opportunity to all persons, regardless of age, ancestry, color, disability, gender, gender expression, gender identity, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religion, sex, and sexual orientation. This policy demonstrates CNPS’s commitment to creating a diverse and inclusive environment that values different perspectives and fosters belonging. To better understand the demographic profile of applicants, CNPS requests candidates to fill out the volunteer questionnaire that is part of the application form. Your responses will remain confidential, anonymized, and not shared with the hiring committee.

To Apply

Submit a cover letter and resume [here](#). The deadline to apply is December 20. Please include any pertinent information, including professional and personal experience, that is relevant to the position.

CNPS is an Equal Opportunity Employer. Candidates from diverse backgrounds are encouraged to apply.