



People & Culture Coordinator Job Description

Date: April 2025

Status: Non-Exempt

Reporting Supervisor: People & Culture Director

Position Overview:

The People & Culture Coordinator is a full-time employee of Stan Hywet Hall & Gardens hired by the President & Executive Director upon the recommendation of the People & Culture Director. This position is responsible for supporting the initiatives of the People & Culture department, including assisting with employee onboarding and offboarding, supporting employee engagement activities, and maintaining employee records and data. The Coordinator will also play a key role in supporting resource retention by assisting with employee recognition programs, coordinating employee development opportunities, and supporting the resolution of employee concerns. This position works across all departments and provides the foundation for the retention of staff, volunteers, and interns.

Essential Duties and Responsibilities:

1. Exhibit a professional attitude when working with the public, volunteers, and staff.
2. Demonstrate and support a culture of diversity, equity, access, inclusion and belonging.
3. Actively promote an inclusive workplace culture where diversity is celebrated, including strategically integrating core initiatives into all aspects of operations, making equity and belonging central to SHHG's identity and practices.
4. Provide administrative support for, and participate in, job fairs and open interview days for recruiting quality staff, volunteers and interns. Assist with offsite fairs and opportunities as needed.
5. Create and maintain job, volunteer and intern job descriptions following standardized practices that outline the job specifications, competencies, skills, requirements, qualifications and responsibilities of each position.
6. Assist staff, volunteers, interns with system access, establishing user profile, required data entry, accessing/changing information, record keeping and other questions or necessary troubleshooting.
7. Maintain personnel and volunteer files following recordkeeping and retention protocols.
8. Assist in the scheduling and coordination of the estate-wide training and professional development program under the direction of the Director of People & Culture.
9. Complete, submit and post the annual OSHA 300A log.
10. Manage all required regulatory postings in all buildings.
11. Maintain the organizational chart, holiday list, staff list, anniversary list, birthday list, etc.



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12. Draft organizational announcements of staff employment updates (new hires, promotions, departures) and reminders of estate closed days in observance of holidays per the Stan Hywet schedule.
13. Maintain the employee and volunteer handbooks. In collaboration with the People & Culture Director annually re-assess, update, education and communicate.
14. Provide assistance to the People & Culture Director in the formation, on-going maintenance/continual improvement, planning and execution of appreciation events and recognition moments. Budget for, order, track and maintain inventory of recognition gifts and
15. Manage paid time off benefits in the HR/timekeeping system.
16. Maintain schedule of benefits and plan documents for all group healthcare benefit plans. Provide eligible staff with the tools necessary to make informed benefit election decisions. Provide guidance throughout the enrollment process as needed. Administer payroll deductions and provider notifications as prescribed. Annually assess eligibility. Reconcile monthly benefit invoices from providers for payment processing and department allocations.
17. Assist People & Culture Director with FMLA and COBRA administrations as needed.
18. Maintain plan documents and educate eligible staff on Stan Hywet's 403(b) (b)/401(k) plan offerings. Provide access and enrollment support as necessary. Maintain employee deductions and employer match in payroll system. Upload contributions after each payroll. Coordinate required mailings of plan disclosures and summaries.
19. Provide general administrative support to the People & Culture team.
20. Participate in required public events.
21. Other duties as assigned

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Solid administrative skills particularly organization, coordination and attention to detail.
2. Responsible for consistently demonstrating excellent judgment, a professional manner, good interpersonal skills, and maintaining discretion in the use of confidential information.
3. Strong verbal and written communication skills.
4. Ability to identify the best process in any given situation and envision outcomes for potential adjustments.
5. Ability to be flexible and learn and development new methodologies.



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6. Ability to relate to persons of all ages and of diverse backgrounds, skills, and abilities.
7. Valid Ohio driver's license.

Education and/or Experience:

1. A minimum of an Associates Degree in Human Resources or related field.
2. Minimum 3 years administrative experience, particularly in a Human Resources department.
3. Experience working in an environment with volunteers preferred.
4. Computer literacy in a windows environment, including familiarity with Microsoft Office, and web-based software, along with an ability to learn new systems including HRIS.

Ethical Expectations:

The Stan Hywet Hall & Gardens Board of Directors and the President & Executive Director require that the People & Culture Coordinator conduct the affairs of the People & Culture operation by implementing the highest standards of ethical behavior. This behavioral standard applies specially to matters of donor confidentiality, a donor's bill of rights, and the strictest allocation of gifts to intended purpose. The standard extends to personal and professional dealings with directors, staff, colleagues, benefactors, and all other parties who rely on the integrity of Stan Hywet Hall & Gardens.

Usual and Customary Expectations:

1. Some non-traditional days/ hours required for special events and public events.
2. Prolonged seating on a daily basis.
3. Ability to carry on extended conversations, in person, via phone or web-based service.
4. Occasional moving of items weighing up to 20 pounds.

Acknowledgement:

Employee's Signature

Date

Authorized Signature

Date