



Human Resource & Administration Coordinator

Sacramento, CA

Position Summary:

Health Access (HA) seeks a Human Resource & Administration Coordinator to support the organization's activities and staff and in particular the Chief Operating Officer in the areas of human resources, fundraising, and administration. This confidential position is located in Sacramento, with occasional travel to Oakland and Los Angeles locations.

Primary responsibilities include:

Human Resources

- In collaboration with the Chief Operating Officer, upgrade and develop HA's human resources policies and procedures, including recruitment, hiring, onboarding, training, performance management, employee relations and career mobility.
- Align HR practices with HA's Diversity, Equity & Inclusion initiatives and policies.
- Ensure compliance with HR-related EDD policies and procedures and state-specific labor laws.
- Manage and maintain HA's Human Resources GoCo database as well as physical staff Human Resources folders and documents.
- Oversee the recruitment process including placing announcements and ads, scheduling candidate interviews, onboarding, orientation and similar tasks.
- Serve as a resource for Human Resources policy and procedure questions and information.
- Schedule external candidates for interviews, employee orientations, staff meetings, board meetings, and other meetings.
- Assist in answering questions regarding policy/procedures and any other general questions regarding human resources processes.

Administration

- Support Chief Operating Officer in developing timelines, workflows, and systems to improve the efficiency of the organization.
- Serve as primary point person for planning and logistics of administrative events such as quarterly meetings of Health Access Foundation and Health Access California governing boards, meetings of HA staff, and life event celebratory activities.
- Schedule meetings, conference calls, and travel for the Executive Director, Chief Operating Officer, and other staff.
- Manage quarterly process of filing HA lobbying reports.
- Provide financial management and administrative support to contract lobbyist.
- Troubleshoot office problems (phone, internet, copier, maintenance, etc.) and contact service providers accordingly; act as triage and point person for office IT needs.
- Maintain and order office and copier supplies.

General

- Ensure confidentiality and security of proprietary information.
- Adhere to best practices and department timelines; help drive Operations team accountability.
- Perform other related duties and projects as assigned by immediate supervisor and senior management.

Supervisory Responsibilities:

No supervisory requirements. Depending on experience and desire, you may have the opportunity to supervise interns.

Qualifications and Requirements:

- Bachelor's degree with major in business, non-profit management, public administration, or other related field preferred; or similar experience providing a reasonably equivalent level of training.
- At least four years of related professional experience; preferably in a non-profit or social service environment.
- At least two years of relevant experience in Human resources, administrative support and operations, preferably in a nonprofit setting.
- Proficiency in CRM system; prior accounting or grant administration experience preferable.

- Excellent proficiency in MS Office Suite, Adobe Acrobat, database software, and internet research skills.
- Must be able to prioritize multiple projects, meet deadlines, be responsive, and complete administrative functions in a timely and accurate manner.
- Ability to work independently in a fast-paced environment. Excellent planning, organizational and follow-up skills. Detail oriented.
- Highly efficient in time management and can meet deadlines under pressure.

Language and Communication Skills:

- Strong verbal and written communication skills.
- Write professional correspondence and draft development materials.
- Analytical approach to problem-solving.
- Active listening and problem-solving skills.
- Excellent communication and interpersonal skills to develop strong, positive and productive working relationships both within and outside Health Access.

Work Environment:

The noise level in the work environment is usually moderate to loud, as multiple telephone conversations and normal office equipment continue throughout the day. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Compensation and Benefits:

The anticipated salary range is \$58,000-\$68,000 depending on qualifications. Benefits are competitive and include health insurance, Wi-Fi and phone reimbursement, 401(k) retirement plan with 7% employer match, 10 paid vacation days within the first year, 3 personal days, 12 days of sick time and 12 paid holidays a year.

About Health Access:

HEALTH ACCESS FOUNDATION undertakes community organizing and education, research and policy analysis, and advocacy to benefit health care consumers, both insured and uninsured.

HEALTH ACCESS CALIFORNIA is the statewide health care consumer advocacy coalition, advocating for quality, affordable health care for *all* Californians.

Working together, these two organizations are the leading coalition voice for health care consumers in California. As promoting equity is integral to our mission, Health Access has a diverse staff and seeks applicants for all positions without regard to race, color, religion, national origin, ancestry, sex, age, sexual orientation, gender identity, marital status, veteran status, or physical or mental disability.

Interested candidates should send a cover letter, resume and salary requirements referencing **Human Resources & Administration Coordinator** position in the subject line to: jobs@health-access.org or send to 1127 11th Street, Suite 925, Sacramento, CA 95814.
