



Job Description

Human Resources and Talent Coordinator

San Francisco, CA

February 2020

WHO WE ARE

Third Sector is a 501(c)(3) nonprofit organization that is transforming the way communities connect people with human services. We partner with governments, service providers, and their partners to generate positive, measurable outcomes for the people they serve using public funding and data. We work alongside communities to help build a future that includes improved educational opportunity, economic mobility, housing stability, and physical and mental health. When our work is complete, organizations entrusted to use public and private funds will have the systems, tools, and data to do more and do better for their communities.

Since 2011, we have worked with more than 40 communities and transitioned over \$800 million in public funding to social programs that measurably improve lives. Our team of more than 50 employees works out of offices in Boston and San Francisco, and is united by our core values (Respect, Rigor, Resourcefulness, Results, and Reflection) and our commitment to racial equity.

THE ROLE

We are looking for a human resources and talent generalist with a wide range of skills to support critical tasks executed upon by our central office team. You will help facilitate the recruitment and hiring process, assist with HR functions including employee onboarding/offboarding and benefits administration, support the professional development of current Third Sector staff through talent and performance management duties, and facilitate various operations functions including timely expense reimbursement. You will collaborate closely with the Managers and Directors who oversee talent, equity, and operations functions in the firm.

The Human Resources and Talent Coordinator position is an exciting opportunity for a mission-driven, action-oriented individual who is looking to gain experience by executing on a wide range of internal business functions and projects that will help sustain Third Sector's continued growth.

YOUR RESPONSIBILITIES

Human Resources & Talent

Recruitment

Support the logistics of the recruitment process to attract and hire diverse, mission-oriented talent. You will:

- Post opportunities to external job boards and track submitted applications and interview materials
- Support and coordinate connections to recruitment events and other efforts to establish diverse pipelines of talent
- Schedule interviews and reference calls; communicate interview details to candidates; provide Third Sector interviewers with relevant materials
- Manage communication with candidates; respond to candidate inquiries

Onboarding and Offboarding

Facilitate a seamless transition for new team members, from the interview process through full integration into the firm, and for staff exiting the firm. You will:

- Maintain compliant employee files; collect and file copies of required employee paperwork; facilitate background checks
- Schedule onboarding training sessions; deliver training on firm systems and tools; coordinate with other talent or client team members to create additional onboarding plans as applicable
- Create new accounts across Third Sector's internal systems such as our email/file storage and timekeeping systems; coordinate with other teams (e.g., finance and client teams) to ensure new hires are integrated into all systems and have the information and tools needed for their work
- Securely remove employees from all internal systems upon staff exit
- Schedule exit interviews and administer exit surveys for departing staff

Talent and Performance Management

Support team member performance by helping to maintain a talent and performance management system focused on real-time, 360-degree feedback and experiential growth. You will:

- Support the annual performance review process, including preparing materials and scheduling trainings and review sessions for staff
- Manage our 360-degree team member feedback platform; maintain feedback forms; set deadlines and send reminders to staff, and periodically analyze feedback response rates

Project Staffing

Execute efficient data gathering and processing and support analysis of staffing demand and supply. You will:

- Collect and summarize data from various sources to prepare for monthly staffing meetings
- Assist the Staffing Lead (currently the Managing Director overseeing talent functions) with analyzing the data and preparing for the staffing meetings held with Career Managers

Operations Support

Support efficient internal operations. You will:

- Review and approve employee expense reports in a timely fashion, ensuring compliance with Third Sector's expense policy and federal regulations; train employees on reimbursement systems and requirements
- Administer tech systems such as Google Suite, Zoom, and Salesforce; ensure timely renewal and billing for tech subscriptions; work closely with the Manager overseeing our technology consultant/provider partnership
- Support the updating, compliance, and execution of company policies

DESIRED EXPERIENCE AND SKILLS

1-2 years of professional experience in a role that includes:

- Working across and reporting to various teams simultaneously
- Executing on administrative support, human resources, and/or talent work
- Ensuring compliance with policies such as expense and travel policies
- Coordinating and sequencing meetings and events

A plus if you:

- Have worked in a human resources and/or talent role at another mission-oriented nonprofit or consulting organization

Key Skills:

- Exceptional attention to detail and high level of organizational ability
- Proactive problem solving and critical thinking skills
- Ability to appropriately handle sensitive and/or confidential information
- Communication that is clear, concise, and comprehensive

HOW WE RECRUIT GREAT TEAM MEMBERS

We are committed to creating a process that is equitable and inclusive and that helps us build a diverse team. We will not ask you for a cover letter and we will only ask for your resume/CV at the final round interview stage.

Our recruitment process stages are outlined below. Once the interview process begins, it typically takes about four weeks for final decisions to be made and communicated. Our hiring process includes these steps:

- A written application for initial screening (see below)



- 1-hour video conference interview with members of our HR & Talent team
- 1-hour in-person interview at our San Francisco office (or videoconference-based interview) with the Managing Director of Talent & Equity
- Reference checks (when your resume/CV is submitted for the first time)
- Offer issued

We are committed to transparency throughout this process. We understand interviewing can be stressful and aim to minimize that stress and uncertainty.

The salary range for this position is \$62,500 to \$71,500. Starting salary is determined by experience level within this range. Third Sector also provides competitive benefits including medical benefits, life insurance, a 401K plan with 4% employer match, technology stipend and technology support services, and more.

The intended start date for this position is *as soon as possible*. A relocation stipend is also available.

START YOUR APPLICATION

Please respond to the questions below in a Word document and save it as a PDF document once complete. Then, fill out [THIS FORM](#) by uploading your PDF document containing your responses to the form and responding to the other questions to complete your submission. The deadline to submit your application is **March 13, 2020 at 11:59 PM PT**. If you have any questions or concerns, please reach out to the Recruitment Team via email at talent@thirdsectorcap.org.

At Third Sector, we value diversity, equity, and inclusion. We believe that diversity leads to better solutions for the difficult social challenges we tackle, for the clients we serve, and for the communities we impact. We are committed to providing equal opportunities and approach recruitment in an impartial manner, without regard to an individual's race, ethnicity, color, religion, gender, gender identity, sexual orientation, national origin, disability status, income status or any other characteristic protected by law.

APPLICATION QUESTIONS:

1. What draws you to this position at Third Sector? What drives your passion for human resources and talent management? *(300 words max)*

2. This role will require you to balance many competing priorities while working with various team members on the central office team. Describe two approaches for successfully managing multiple workflows simultaneously while working with multiple team members. *(200 words max)*

3. In the job description for this role, our team highlighted some of the areas of responsibility this role will cover. In the table below, please fill in the empty cells with your professional, academic, and personal experiences that have helped you develop the necessary skills to perform these responsibilities. Please use specific examples to help illustrate your skills and experience. You may find it helpful to use your resume/CV to help fill out the chart. *(600 words max in the table)*

<p>Recruitment: Support the logistics of the recruitment process to attract and hire diverse, mission-oriented talent.</p>	
<p>Onboarding and Offboarding: Facilitate a seamless transition for new team members, from the interview process through full integration into the firm, and for staff exiting the firm.</p>	
<p>Talent and Performance Management: Support team member performance by helping to maintain a talent and performance management system focused on real-time, 360-degree feedback and experiential growth.</p>	
<p>Project Staffing: Execute efficient data gathering and processing and support analysis of staffing demand and supply.</p>	

Operations: Support efficient internal operations including expense reimbursement, administering tech systems, and supporting the updating, compliance, and execution of company policies.	

4. How did you hear about this opportunity? (*no word limit*)