



HUMAN RESOURCES COORDINATOR

About Park Management Company

Park Management Company is a nonprofit 501(c)(3) organization managing the Scissortail Park Foundation and Myriad Botanical Gardens Foundation.

The Myriad Botanical Gardens is a 17-acre botanical garden and interactive urban park located in downtown Oklahoma City. The Gardens include the Crystal Bridge Tropical Plant Conservatory and Visitor Center along with ornamental gardens, a Great Lawn, water features, a children's garden, a lake with terraced gardens and a seasonal ice rink and carousel. The Gardens also offer year-round educational, cultural and wellness programs for all ages.

The 70-acre Scissortail Park links the heart of the city to the Oklahoma River, part of the city's "Core to Shore" master downtown development plan. The new Upper Park, located just a block south of Myriad Botanical Gardens features extensive gardens, a Great Lawn and outdoor performance venue, a lake and boathouse, a café, children's play areas, dog park, a civic scaled interactive fountain, and multiple walking/jogging paths.

Summary

The Human Resources Coordinator is responsible for performing administrative duties related to the operations of human resources, including but not limited to, onboarding, off boarding, benefits, policies and procedures, payroll, employment laws and compliance as well as talent management.

Essential Duties and Responsibilities

- Coordinates talent acquisition process, including sourcing, testing, interviewing, and onboarding.
- Keeps job descriptions up-to-date, accurate and compliant with relevant federal, state and local laws.
- Communicates with employees about payroll, benefits, and other facets of their employment.
- Assists in creating and implementing employee relations policies to help increase employees' job satisfaction.
- Reviews, makes recommendations, and communicates changes for improvement of the organization's policies, procedures and practices.
- Responds to questions or complaints from employees and supervisors in a timely fashion.
- Maintains timekeeping records and processes biweekly payroll for exempt and non-exempt employees.
- Processes required paperwork for employee transfers, changes in job classification, salary increases, and other related employment matters.
- Ensures all employment practices comply with federal, state and local regulations.
- Manages off boarding process for employees by updating personnel, payroll, benefits, and vendor records.
- Coordinates or conducts exit interviews to determine reasons behind separations.
- Participates on committees and special projects.
- Other duties as assigned.

Supervisory Responsibilities

This position has no supervisory responsibilities.

Education and/or Experience

- High school diploma required. Bachelor's degree preferred.
- Minimum of 2 years' related human resources experience

Computer Equipment and Software Requirements

- Must have good MS Office skills.
- Experience in use of standard office equipment.

Certificates, Licenses, Registrations

SHRM Senior Certified Professional (SHRM-SCP), SHRM Certified Professional (SHRM-CP), Global Professional in Human Resources (GPHR), Senior Professional in Human Resources (SPHR), or Professional in Human Resources (PHR) credential preferred.

Skills and Abilities Required

- Strong understanding of benefits administration, payroll and other HR functions.
- Excellent communication, administrative, and office skills.
- Understanding of HR practices and current regulations.
- Sound judgment and problem-solving skills.
- Customer-focused attitude, with high level of professionalism and discretion.
- Must be reliable and extremely trustworthy.
- Excellent organizational skills and attention to detail.
- Ability to maintain confidential and meticulous records.
- Willingness to work evenings or weekends if required.

Additional Job Requirements

Clearance of background check.

Work Environment

The employee will work in an office environment. Some locations visited during the course of executing job duties may not be wheelchair accessible; some time may be spent outside.

Physical Requirements

- Must be able to sit at desk, stand, and work on computer for extended periods.
- Must be able to bend, stoop and lift on occasions.
- Must be able to climb stairs.
- Must be able to walk from office building to Garden and/or Scissortail Park facility.

Benefits

This full time, exempt position is eligible for health, dental, life insurance, vision, long-term disability, voluntary life, accident coverage, retirement program, paid time off, and paid holidays.

To Apply

Please email resume to Careers@myriadgardens.org. You will be contacted only if considered for an initial phone or in-person interview.

Equal Opportunity Employer (EOE)

Employer does not discriminate against any employee or job applicant because of race, color, religion, national origin, sex, physical or mental disability, or age.