**Position Title:** People & Culture Coordinator  
**Department:** People & Culture  
**Full or Part Time:** Full-time  
**Regular or Temporary:** Regular  
**Exempt or Non-exempt:** Exempt  
**Salary:** Salary range starting at $65,000

Gardens of Golden Gate Park is an equal opportunity employer and encourages candidates with diverse backgrounds and experiences to apply.

**ABOUT THE GARDENS OF GOLDEN GATE PARK**

The mission of the Gardens of Golden Gate Park is to connect people to plants, the planet, and each other.

Gardens of Golden Gate Park is a public/private partnership between the San Francisco Recreation & Park Department and the San Francisco Botanical Garden Society (a nonprofit 501c3 organization doing business as the “Gardens of Golden Gate Park” or “GGGP”) to jointly operate the Conservatory of Flowers, Japanese Tea Garden, and San Francisco Botanical Garden. A Lease & Management Agreement, approved by both the Recreation & Park Commission and the Board of Supervisors, sets the terms of the partnership. The agreement is a cooperative management agreement that outlines the roles and responsibilities for each partner.

Key areas of responsibility for the nonprofit organization include volunteer engagement, education, visitor experience, philanthropy, membership, marketing, and other functions. RPD has primary responsibility for horticulture and facility management and maintenance, master planning and capital improvements conducted in collaboration with the nonprofit organization, as well as other functions. Together, RPD and the nonprofit organization collaborate on collections management within the Gardens.

**The Conservatory of Flowers** is a national, state, and local landmark and a place of exceptional beauty. Built in 1879, the Conservatory was the first formal structure erected in Golden Gate Park and remains an internationally renowned icon, displaying and cultivating unusual plants to heighten awareness of the pressing need to preserve threatened rainforest environments.

**The Japanese Tea Garden** is the oldest operating public Japanese garden in North America. This garden provides visitors from around the world with an opportunity to experience the natural beauty, tranquility, and harmony of a Japanese-style garden and was originally created as an exhibit for the 1894 California Midwinter International Exposition.
San Francisco Botanical Garden at Strybing Arboretum opened in 1940 and is a 55-acre living museum within Golden Gate Park, showcasing 8,000 different kinds of plants from around the world. San Francisco’s oceanic climate with cool dry summers, mild wet winters, and presence of fog allows the Garden to grow a diverse array of species from around the world.

POSITION SUMMARY

About the Role

This hybrid role will be based in San Francisco, CA.

The People & Culture Coordinator role is a newly created, hands-on role that provides exceptional employee support as the representative for day-to-day human resources (HR) inquiries. This role is ideal for someone who is looking for broad exposure to HR and wants to grow with a quickly scaling organization. You’ll contribute to the ongoing evolution of the People team by serving as the main administrative point of contact for areas such as onboarding, payroll, employee support, and compliance. You will also support our organizational culture initiatives, including coordinating internal events and communications to build connections and celebrate our Gardens of Golden Gate Park in a fast-growing and distributed workforce.

What you’ll do:

**Onboarding/Offboarding**

- Partner with internal and cross-functional team members to onboard new team members to Gardens of Golden Gate Park, providing a positive employee experience from pre-hire to first week and beyond
- Responsible for day-to-day onboarding process, i.e., running and monitoring background checks, coordinating orientation, obtaining new hire paperwork, setting up new hires in all relevant systems, and ensuring all relevant policies are acknowledged
- Create and maintain employee files ensuring accuracy and confidentiality

**Human Resources Operations**

- Be a go-to team member by providing day-to-day support for employees for all HR inquiries and requests
- Processing bi-weekly Payroll: Paylocity, ADP Workforce Now
- Review and resolve employee complaints
- Track and facilitate performance evaluation process, verbal warnings, and written warnings
- Partner with People & Culture team to maintain data integrity in all systems
- Coordinate and maintain internal People & Culture operations, processes, meetings, and resources, including internal standard operating procedures (SOPs)
- Responsible for completing employment verifications
- Suggest new procedures and policies to continually improve efficiencies of the People & Culture department
Employee Culture and Learning & Development

- Planning organization events and engagement programs to foster a positive and connected organization culture and celebrate our Gardens of Golden Gate Park in a fast-growing, distributed workforce
- Provide internal communications support, including assisting with the monthly employee People update

Minimum Requirements:

- Bachelor’s Degree and 2-5 years of professional experience in an HR, administrative, or similar role
- Payroll processing and related report
- Strong attention to detail, including data entry into spreadsheets, onboarding platforms, and/or HRIS systems: ADP Workforce Now, Success Factors and/or Paylocity
- Project management experience is a plus!
- Great team player with a collaborative mindset towards the team
- Ability to work independently, multitask, and drive towards aggressive deadlines
- Strong analytical, written, verbal communication skills, and high level of confidentiality
- Thoughtfulness, flexibility, and a positive attitude
- Fluent in Google Apps and MS Office

We are an Equal Opportunity Employer. We do not discriminate on the basis of race, color, religion, sex (including pregnancy), national origin, age (40 or older), disability, genetic information or any other category protected by law.

For additional information and to apply: Email your cover letter and resume as one pdf attachment to jobs@sfbg.org with “People & Culture Coordinator” in the subject line.