



JOB TITLE

Human Resources Coordinator

POSITION SUMMARY

Reporting to the Chief of Human Resources, the HR Coordinator ensures smooth and consistent HR operations that help every employee do their best work. This role forms the operational backbone of the HR function, maintaining accuracy, organization, and follow-through across all systems and processes. It offers broad exposure to every area of HR in a small, evolving organization where priorities shift quickly and attention to detail matters.

Strong candidates are reliable, curious, and thorough, with a steady approach to keeping people, systems, and information organized and moving in the right direction. Working here means contributing to something bigger: protecting and sustaining Catalina Island for future generations.

LOCATION and SCHEDULE

This position is hybrid, with the Long Beach office as the primary work location. In-office presence is required as needed to support HR operations and collaboration, typically averaging two days per week. The schedule may vary based on business needs, including periods requiring more or less frequent on-site work.

The role may occasionally require travel to Catalina Island to support HR activities, training, and staff. Travel may involve early morning departures or late evening returns, may occasionally include overnight stays in Conservancy-provided staff accommodations.

KEY RESPONSIBILITIES

Core HR Operations

- Maintain employee records and HR data in all systems, entering updates promptly and ensuring information is complete and reliable.
- Keep HR files and digital records organized and ready for audits, reporting, and daily operations.
- Handle administrative tasks across HR functions including benefits, compensation, training, compliance and employee relations.
- Coordinate leave administration, accommodation and workers' compensation processes with accuracy, organization, and timely follow-up.



- Support timely and accurate payroll processing by managing pay changes, securing approvals, preparing reports, and liaising with our payroll administrator.
- Prepare regular HR reports and summaries to support collaboration, compliance, audits, and internal planning.

Employee Support and Communication

- Serve as a dependable point of contact for HR questions, providing clear information and timely follow-through.
- Communicate with clarity and sound judgment when working with employees at all levels to ensure HR information and messaging are consistent and reliable.
- Support goal setting, performance reviews, and compensation processes by answering questions and resolving system issues.

Culture, Collaboration, and Growth

- Partner with colleagues across departments to support positive employee experiences.
- Partner with teams to lead engagement initiatives that strengthen connection and culture across the company.
- Support efforts that build reliable and professional employee experiences through well-executed HR processes and communication.
- Contribute to a collaborative HR team that values learning, partnership, and continuous improvement.
- Assist with special projects and administrative tasks assigned by HR leadership, including research, scheduling, and coordination support.
- Stay informed about HR best practices and employment-related updates.

QUALIFICATIONS

Skills & Abilities

- Excellent organizational skills and attention to detail, with a high level of accuracy in data and documentation.
- Effective written and verbal communication skills with the ability to convey information clearly and professionally.
- Proven ability to manage multiple priorities, meet deadlines, and maintain composure in a fast-paced, complex HR environment.
- Demonstrated reliability, accountability, and initiative in daily work.
- Proficiency with ADP or similar HRIS; willingness to continuously learn.



- Intermediate to advanced skills in Microsoft Office Suite (Excel, Word, Outlook) and comfortable using technology to organize and analyze data.
- Discretion and sound judgment when handling confidential and sensitive information.
- Strong interpersonal and communication skills with the ability to build trust and maintain professionalism across all levels of the organization.
- Willingness to learn, adapt, and take on new responsibilities as the department evolves.
- Strong working knowledge of California employment laws, including wage and hour practices, leaves of absence and compliance requirements.
- Comfortable occasionally driving on narrow, winding dirt roads.

Education/Experience

- 3-5 years of direct, professional experience in HR coordination or generalist support.
- Bachelor's degree in human resources, business or a related field preferred; equivalent experience considered.
- HR certification (aPHR, PHR or SHRM-CP) preferred.
- Experience in a nonprofit organization is a plus.
- Bilingual (English/Spanish) is a plus.

COMPENSATION & BENEFITS

Estimated Starting Salary Range:

\$34.00 - \$37.00 per hour, commensurate with experience and qualifications.

We're proud to support the health and wellbeing of the people we employ. Our comprehensive benefits package includes a 403(b) retirement savings plan with a 3% employer contribution and a 5% match — fully vested after two years — as well as access to healthcare coverage, flexible spending accounts, paid time off, life and disability insurance, an employee assistance program, and professional development opportunities.

HOW TO APPLY

To apply, please submit a resume and cover letter to jobs@catalinaconservancy.org, listing the job title in the subject line. If applying through LinkedIn, please include your cover letter as the first page of your resume.

EQUAL OPPORTUNITY COMMITMENT

Catalina Island Conservancy is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex,



national origin, ancestry, disability status, genetics, marital status, medical condition, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

OUR STORY

The mission of the Catalina Island Conservancy is to be an exemplary steward of Island resources through a balance of conservation, education, and recreation.

The Conservancy's vision is for a beautifully functioning Island ecosystem for all to enjoy. Just off the densely populated Southern California coast, Catalina Island is home to approximately 4,000 year-round residents and more than 60 endemic species of plants and animals found nowhere else on Earth.

The Catalina Island Conservancy protects 88 percent of Catalina Island's approximately 48,000 acres, including the region's longest publicly accessible undeveloped coastline.

The Conservancy is a research and conservation leader, protecting and restoring vulnerable habitats and species in its Mediterranean climate. Conservancy staff guides Island ecosystem recovery with the goal of generating a resilient, self-sustaining ecosystem with no endangered forms of life.

The Conservancy offers recreational experiences and educational programs for not only the 300,000 annual visitors who choose to visit the unique and special Conservancy "Wildlands Ecosystems" but also inspires the nearly 1.2 million visitors to other parts of the Island. Recreation, educational engagement, service opportunities, and partnerships connect the Island's unique resources to people's lives, inspiring environmental stewardship and action.

The Catalina Island Conservancy is a 501(c)(3) non-profit public charity established in 1972 to protect and restore Catalina Island for future generations to experience and enjoy.