

**EDMONDS PUBLIC FACILITIES DISTRICT/  
EDMONDS CENTER FOR THE ARTS**

**Announces the following  
EMPLOYMENT OPPORTUNITY:**

**POSITION:** HUMAN RESOURCES COORDINATOR  
**CLOSES:** Open until filled; first round interviews expected TBD  
**EMPLOYMENT STATUS:** Permanent, Part-Time, Non- Exempt  
**SALARY & BENEFITS:** \$22-25 per hour DOE, plus excellent benefits  
**REPORTS TO:** Director of Finance & Operations

*Edmonds Center for the Arts (ECA) a 700-seat, state-of-the-art performing arts venue located on the campus of the original Edmonds High School, just 20 minutes north of Seattle, seeks a driven, collaborative, and skilled Human Resources Coordinator to perform technical and professional human resources functions.*

*ECA presents an array of outstanding performing artists from around the world, provides space, production management, and technical expertise for a variety of community partners and rental clients, and serves more than 85,000 patrons who enjoy the facility annually.*

*ECA is an innovating and challenging workplace, and the qualified candidate will need to be flexible, positive, and able to strategically contribute to a rapidly growing organization. We are looking for someone who shares a passion for people and supporting employees through the various stages of the employee life cycle. The successful candidate will be a problem-solver with outstanding communication skills, and a team-player with the ability to work under pressure.*

**POSITION SUMMARY:**

The Human Resources Coordinator is dedicated to assisting with and facilitating the day-to-day human resources activities of both Edmonds Public Facilities District and Edmonds Center for the Arts in collaboration with the Director of Finance & Operations. This position is responsible for all general human resources functions, payroll and benefits administration, collaborative problem solving, sharing information, and supporting the growth and development of staff.

The Human Resources Coordinator has demonstrated experience in organizational human resource processes and stays up to date with changes in federal and state regulations. Like all employees at EPFD/ECA, the Human Resources Coordinator must collaborate well with all team members and remain committed to EPFD/ECA's mission, goals, and values, while contributing to their evolution.

A Human Resources Coordinator at EPFD/ECA is committed to justice, equity, diversity, and inclusion, and strives to continuously reflect these values within both internal and external relationships. An EPFD/ECA Human Resources Coordinator values a diverse team, is welcoming of different perspectives and approaches, and makes sure that their colleagues and partners feel valued and empowered.

## **PRIMARY DUTIES & RESPONSIBILITIES:**

- Processes semi-monthly payroll and associated employer taxes for accuracy and submits to Accounting Coordinator for review and approval prior to submittal to payroll processing service, and/or tax agencies.
- Administers health and welfare plans, including enrollments, changes, and terminations. Processes required documents through payroll and insurance providers to ensure accurate record-keeping and proper deductions.
- Tracks, reconciles, and reports activity in the Public Employees' Retirement System (PERS) for the organization and each participating employee. Performs annual GASB 68 reconciliations in association with year-end and annual state audit.
- Actively involved in recruitment by preparing posting ads, screening resumes/applications, interviewing applicants, and conducting reference checks, in partnership with hiring managers.
- Conducts onboarding and orientation process to include new hire paperwork, I-9 verification, background checks, and associated new hire trainings.
- Coordinates staff and organization training sessions and seminars and ensures documentation of completion.
- Maintains and routinely audits employee personnel files.
- Assists with the performance management process and ensuring completion.
- Maintains organizational compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews policies and practices to maintain compliance.
- Assists with annual open enrollment and other cyclical events or requirements, as needed.
- Supports the Director of Finance & Operations in the creation or updating of job descriptions and/or job postings.
- Assists the Director of Finance & Operations in the assessment, development and implementation of organization policies and procedures; provide guidance to employees and management regarding such matters and maintain the employee handbook and procedure manuals.
- Works with the Director of Finance & Operations and organization's committee to coordinate, communicate, execute, and assess Diversity, Equity, and Inclusion (DEI) initiatives and development of staff.
- Maintains and keeps current human resources department desk procedures.
- Performs customer service functions by answering standard employee requests and questions, elevating concerns as appropriate.
- Makes photocopies; mails, scans, and emails documents; and performs other clerical functions.
- Handles confidential information professionally, discreetly, and appropriately.
- Keeps up to date with the latest HR trends and best practices.
- Performs related duties and projects as assigned.

## **Preferred Knowledge, Skills, and Abilities:**

- Working understanding of human resource principles, practices, and procedures.
- Demonstrable experience in payroll and benefits administration and recordkeeping.
- Knowledge and experience with QuickBooks accounting software preferred.
- Experience with federal and state labor laws and employment equity regulations.
- Ability to manage simultaneous, multiple projects, establish priorities, and meet deadlines.
- Proven and effective communication skills: presenting, writing, oral and interpersonal.
- Experience working with and preparing materials for a committee or board of directors.
- Ability to take initiative, work independently and collaboratively to solve problems and improve efficiencies.
- Superior attention to detail in all matters and strong organizational skills.
- An ability to exercise a high level of professionalism, judgment, and above all, discretion, and confidentiality.
- Computer skills preferred include MS Word, Excel, PowerPoint, Outlook, and ability to access and extract reporting from online databases.

### **Qualifications, Education and Experience:**

- Bachelor's degree in human resources, or other field related to accounting, or equivalent combination of education and experience that provides the required knowledge, skills and abilities.
- Two (2) or more years professional human resources experience.
- SHRM credentialing preferred.
- Strong HR administration and people management acumen required to adapt and thrive in changing and competitive entertainment/arts environment.

### **Working Conditions:**

- Prolonged periods of remaining in a stationary position in an office setting and constantly operating a computer.
- Ability to observe details at close range during computer use and document review.
- Repetitive use of hands and wrists on computers and telephones.
- The ability to communicate information and ideas so others will understand. Must be able to exchange accurate information in these situations.
- Occasionally must be able to lift up to 40 lbs. at a time.

### **APPLICATION REQUIREMENTS:**

Please send **cover letter** describing qualifications, **resume**, three **references**, **completed EPFD/ECA Application Form and Voluntary EEO Survey** (available for download at <https://www.edmondscenterforthearts.org/who-we-are/employment>) to [careers@ec4arts.org](mailto:careers@ec4arts.org) OR *Human Resources Coordinator Search, Edmonds Center for the Arts, 410 4<sup>th</sup> Ave N, Edmonds, WA 98020*. **No phone calls please.**

**Edmonds Center for the Arts is an Equal Opportunity Employer and is committed to advancing equity through our work and to becoming a more inclusive organization. People of color and others with underrepresented identities are strongly encouraged to apply.**

**NOTE:** Pursuant to the Immigration Reform and Control Act, all new employees must present acceptable documents verifying identity, and authorization to be employed in the United States. Additionally, all applicants must possess a valid Driver's License.

**NOTE:** An EPFD/ECA Application Form is required for all EPFD/ECA job openings. It is important that you review the application carefully. A candidate may be disqualified due to an incomplete application form. Any individual requiring ADA accommodation during any part of the selection process should advise EPFD/ECA of the need.