



Position: HR Coordinator

Location: This is a remote position located anywhere in the US, with a preference for the U.S. South.

Preferred Start Date: December 1, 2021

About Us

GCCLP

The [Gulf Coast Center for Law & Policy](#) (GCCLP) is a non-profit, public-interest law firm and justice center promoting structural shifts toward climate justice and ecological equity in communities of color on the frontline of climate change. GCCLP serves and builds power with communities on the frontline of climate change in the Gulf South and nationally.

About the Position

GCCLP is seeking applicants for a HR Coordinator position to help support the build-out and maintenance of our human resources function. Candidates who are committed to climate justice, frontline leadership, Black Liberation, and building a movement for a more just and sustainable economy are encouraged to apply.

Key Duties & Responsibilities

- Maintain personnel records in accordance with all applicable regulations.
- Support recruitment process by preparing and posting job descriptions, tracking applications, communicating with applicants, scheduling and coordinating interviews, and working with hiring managers to ensure thorough onboarding.
- Help develop onboarding processes and procedures.
- Manage benefits enrollment and administration.
- Practice extreme discretion in maintaining confidentiality.
- Maintain professional and personal development needs and coordinate opportunities.
- Manage HR budget.
- Coordinate logistics of team supports including employee appreciation, team retreats, and healing and wellness practices.
- Monitor team morale and ensure internal culture is well attended to by the Executive Team, raising opportunities and concerns where appropriate.

Additional Information

GCCLP is deeply committed to ensuring that our values of abundance, justice, and community-centeredness are embedded in our HR practices, and we believe that taking care of our team is our greatest responsibility. We know that the principles of extraction that created climate change can also show up in our workplaces, and we resist capitalist values through a firm family-first stance and a commitment to wellness and rest. The HR

Coordinator will be expected to support and advance this vision through their work, rejecting compliance-based HR practices in favor of values-driven efforts.

The HR Coordinator will report directly to the Operations Lead.

Schedule

- This is a full-time, remote position.
- Minimal travel is required; GCCLP hosts in-person staff meetings up to four times a year (when COVID allows safe travel and social interactions).

Compensation

- This position is currently classified as an independent contractor. GCCLP is forming a 501(c)3 and will transition all consultants to employees in 2022.
- The compensation is \$50,000 - \$75,000 per year, plus a \$400/month health care stipend.

About You

Qualifications & Experience

Ideal candidates will possess:

- 3-5 years' experience in the human resources field.
- Knowledge and experience with some or most of the following functions: benefits administration, employment recruitment and selection, training and development, compensation, employee appraisal and assessment, and HR systems.
- Demonstrated experience executing equitable hiring and staffing practices.
- A strong commitment to developing and maintaining liberatory workplace culture.

Application Instructions

Applicants should submit a resume, cover letter, and three relevant professional references to jobs@gcclp.org with the subject line "HR Coordinator".

Deadline: October 31, 2021