



People Specialist

Description

About Climate Lead

Climate Lead empowers philanthropic leaders everywhere to take immediate and far-reaching climate action with a curated portfolio of fully vetted and packaged solutions designed for tangible, scalable impact.

About the Role

The People Specialist is responsible for supporting the Director, People, and Climate Lead's day-to-day Human Resource (HR) operations, focusing on administrative aspects of HR management. This role supports the development and execution of HR strategy, policies, and objectives and has no managerial or lead responsibilities.

The People Specialist is based in San Francisco and may require domestic travel as deemed necessary by the organization's needs.

Duties and Responsibilities

People Administration (40%)

- HR Operations – Daily administrative support for the People Team, including strategic HR work;
- On and Offboarding – Work closely with the Director of People to support onboarding and offboarding workflow to ensure all tasks are completed for staff joining or leaving the organization;
- Employment Policies and Practices – Assist with the development and execution of policies, field general questions, and manage annual Employee Handbook review and updates based on compliance and org-specific policies. Oversee the setup and maintenance of employment file documentation and HR Box file management.
- Compensation – Assist with updating job architecture structure and supporting tools and resources for staff; field general compensation questions from staff;
- Performance Management – Administer Goal Setting and Performance Lookback at processes and forms and send out communications and timelines;
- Learning – Facilitate coordination of training vendors and staff learning event opportunities; aid the Director of People in developing learning and development initiatives while also monitoring and auditing completion of legal and Company-required training;
- Project and Program Support – Coordinate the administration of outsourced partners like G&A, Sequoia, and Velocity Global, along with the annual Climate Lead Staff Pulse Survey. Assist with team member recognition programs, gifts, and support for special People projects and working groups.

Talent Acquisition (30%)

- Recruiting Operations – Assist with the recruitment process by screening applications; educate Managers on the recruitment process and available recruitment tools/resources; provide compensation ranges for job postings; post jobs to targeted job sites; work with Marketing to market job postings; conduct reference checks, participate in interview panels (as needed); prepare offer letters;
- Sourcing – Conduct candidate sourcing and outreach for Manager level and below roles;
- Scheduling – Coordinate recruitment activities and calendaring for senior-level roles.

Total Rewards (30%)

- Manage compensation and benefits administration through coordination with benefits broker;
- Provide first-level support to Climate Lead staff for total rewards inquiries;
- Manage travel insurance benefits for international employees.

Skills and Experience

- Managing Work – Self-motivated in initiating action to accomplish work goals; persistent in managing work and follow-ups; resourceful in providing

- creative solutions to work problems; multitasks and prioritizes; exhibits flexibility and works well under pressure; shows concern for all aspects of the job;
- Collaboration – Thrives in a fast-paced environment and enjoys being part of a collaborative team; can work well with various individuals;
- Learning Mindset – Has a desire for continuous improvement, an innate sense of curiosity, and grounded by a foundation of self-awareness that provides space for learning and growth;
- Customer Focus – Ensures that the (internal or external) customer's perspective drives priorities, decisions, processes, and activities; crafts and implements customer-focused practices that meet customers' and Climate Lead's needs; promotes and operationalizes customer service as a value.

QUALIFICATIONS

Knowledge, Skills, Abilities

- Understanding of general HR policies, procedures, and best practices;
- Excellent communication and interpersonal skills, ethics, confidentiality of sensitive information, and cultural awareness;
- Proven ability to work collaboratively across departments and build cross-functional relationships;
- Ability to stay informed on HR topics affecting HR and operations;
- Aptitude in problem-solving – identifying issues/gaps and suggesting solutions;
- Flexibility to adapt to change and shifting/competing priorities;
- Comfortable working with office and HR technologies and ability to learn new technologies;
- Display of a growth and resourceful mindset with strong attention to detail.

Education and Experience

- Bachelor's degree in HR, business, or related field;
- 3-7 years of experience in People Operations and Administration;
- Certifications such as PHR and SHRM-CP are valued.

Climate Lead values diversity and treats all employees and job applicants based on merit, qualifications, competence, and talent. Climate Lead does not discriminate based on traits historically associated with race, color, religion, religious creed, national origin, ancestry, citizenship, physical or mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, veteran and or military status, domestic violence victim status, political affiliation, and any other status protected by state or federal law

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