



Title: HR & Executive Support Specialist
Department: Business
Position Status: Full-Time; Benefit-eligible; FLSA Exempt
Effective Date: Upon Hire
Compensation: \$50,000 - \$55,000 annually

Position Overview

Under the supervision of the Director of Finance & Operations and the Human Resources Manager, the HR & Executive Support Specialist will support human resources operations and procedures on a professional level and will work closely with the HR Manager. This position assists with day-to-day operations providing support to the HR Manager in areas such as benefits, recruitment/employment, onboarding, policy implementation, employee relations and employee law compliance. An important part of the role will be to act as the liaison between HR and employees, ensuring smooth communication and prompt resolution of requests and questions. This position is responsible for maintaining and ensuring the integrity and accuracy of Oregon Ballet Theatre's employee database, ensuring strict compliance with company and regulatory standards, and interacting closely with all levels of staff. The work related to this position directly supports Oregon Ballet Theatre's mission and reflects the organization's core values and highest ethical standards.

Under the direction of the Executive Director, this position will serve as a main point of contact and administrative liaison for Oregon Ballet Theatre's Board of Trustees as well as the Executive and Artistic Director.

Essential Functions

Human Resources:

- Assist with day-to-day operations of the HR functions and duties.
- Provide operations support on issues such as talent and performance management and employment law.
- Compile and update employee records (hard and soft copies)
- Process documentation and prepare reports relating to personnel activities (staffing, recruitment, training, grievances, performance evaluations etc.)
- Coordinate HR projects (meetings, training, surveys etc.) and take minutes.
- Deal with employee requests regarding human resources issues, rules, and regulations
- Assist in payroll preparation by providing relevant data (absences, bonus, leaves, etc.)
- Maintains and processes all Unemployment Notices and potential charges in a timely, efficient manner.
- Assist the development of HR processes, policies and systems.
- Liaise with employees, supervisors, manager, co-workers in problem resolution.
- Maintain compliance with federal, state, and local employment and benefits laws and regulations.
- Ensure compliance with USCIS Form I-9 Employment Eligibility Verification; Periodically audit Forms I-9.
- Monitor employee eligibility for benefits plans. Review benefits with employee and process enrollment, cancellation or changes.
- Assist with Open Enrollment communications and election process. Maintain and distribute list of new and cancelled employees under each benefit plan.
- Properly handle complaints and grievance procedures.

- Coordinate communication with candidates and schedule interviews.
- Conduct initial orientation to newly hired employees.
- Assist with recruiting and onboarding process.
- Ensure strict compliance with company and regulatory standards.
- Assists with Human Resources Onboarding functions.
- Perform other duties as assigned.

Administrative:

- Serve as the main point of contact and administrative liaison for Oregon Ballet Theatre's Board of Trustees by coordinating the logistics of all Board Meetings (in-person and virtual); assist with the curation of Board Meeting agendas; format and edit all Departmental Reports that are submitted to the Board (as part of Board Book materials); take meeting minutes and submit them to the Board Secretary for Board approval; distribute Board related materials; maintain all Trustee-related documents and update Oregon Ballet Theatre's Trustee website + Board of Trustees page on the Oregon Ballet Theatre website; regularly support administrative functions of the Board Committees.
- Oversee logistics and event management for hybrid (in-person and virtual) Board Meetings annually and other Special Meetings as needed. Provide support to the Executive Director and Board Chair to finalize the meeting agenda and coordinate all meeting speakers.: Take the lead and coordinate all A/V needs, catering, meeting space identification and confirmation, and more).
- Update and maintain the Board of Trustees' database, only accessible to members of the Oregon Ballet Theatre Board and Team. The Board database includes all of Oregon Ballet Theatre's Board documents, policies, Bylaws, contact information, archived documents, upcoming/archived meetings, and more. Ensure Board e-lists with assistants, etc. are up to date and distributed to the Executive Director and are readily accessible to members of the Oregon Ballet Theatre team.
- Administrator for Board Committees as needed: Coordinate meetings, assist with the curation of Meeting agendas, distribute materials.
- Send regular and timely updates and reminders to the Board of Trustees with news, availability requests, schedule changes, and any other pertinent information on behalf of the Oregon Ballet Theatre team.

Qualifications/Skills

- Bachelor's degree in human resources management or a related field of study and/or appropriate combination of education and experience to ensure on-the-job success.
- Minimum 3 years of previous work experience in an HR role, with some knowledge of principles and practices of human resources administration.
- Ability to multi-task and prioritize and work successfully both independently and as part of a team.
- Excellent customer service skills.
- Exceptional ability to communicate effectively in both verbal and written formats.
- Keen ability to connect easily with others and create positive positioning within a context or subject matter.
- Technology savvy, with high proficiency in all Microsoft Office and HRIS programs.
- Demonstrated success interfacing with a variety of organizational functions and divisions to accomplish tasks.

Equity

OBT is committed to a diverse, racially and culturally inclusive, and equitable workplace in which differences broaden our awareness, enrich our daily experiences, and contribute to our collective strength. We seek to understand, acknowledge, and mitigate inequities in ballet in general, and at OBT specifically.



Our Culture

Across our organization, OBT is committed to creating a culture characterized by the following: Kind. Positive. Solution-Oriented. Gratitude. Candid. Forgiving. Learning. Trust. Teamwork. Diverse, Equitable and Inclusive. Disagree Well. Compassionate. Ambassadors. Accountable.

Accommodations

As part of our commitment to equity, OBT will make reasonable accommodation to enable individuals who are differently abled to perform the primary responsibilities of this job.

Security Clearance

OBT conducts background checks after a conditional offer of employment is made. A background check finding does not automatically preclude employment. OBT reviews the results of each background check individually and assesses them on a case-by-case basis for context and relevance to a job.

Supervisory Responsibility

This position has no supervisory responsibilities.

Working Conditions

This job operates in a shared professional workspace in our Bancroft Offices which includes rehearsal studios, as well as in large public theaters during season performances.

Work Schedule

Typical days and hours of work are Monday through Friday, between the hours of 9:00 a.m. to 5 p.m. or as scheduled by the Director of Finance & Operations or Executive Director. The position may require occasional evening and weekend work. Hybrid in office and remote work is allowed.

Compensation

This position starts at \$50,000-\$55,000 annually, and provides full benefits, including: employer-paid medical, dental, and vision insurance; life insurance; and 25 days off annually (15 days PTO and 10 holidays). In addition, employees may elect and self-fund the following benefits: 403(b) retirement plan; short-term and/or long-term disability insurance; flexible spending account for health-related expenses and/or childcare; and additional life insurance.

Travel

Travel is minimal and is primarily local during the business day.

Other Duties

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Oregon Ballet Theatre is committed to advancing equal employment opportunities. Our policy is to make all employment-related decisions without regard to an employee's race, color, creed, religion,

age, national origin, marital status, mental or physical disability, sexual orientation, or any other basis prohibited by local, state, or federal law. We are committed to a diverse and culturally inclusive workplace in which our differences broaden our awareness, enrich our daily experiences, and contribute to our collective strengths. This policy applies to all personnel activities including employment, promotion, compensation, and termination.