



Fort Worden Hospitality

210 Battery Way

Port Townsend, WA 98368

360.344.4400 | fortworden.org

JOB ANNOUNCEMENT: HUMAN RESOURCES MANAGER

Full-time, 40 hours per week, FLSA Exempt

Starting Salary Range: \$52,750-\$57,750

OUR MISSION: Fort Worden Hospitality welcomes visitors to a treasured state asset – Fort Worden State Park and Lifelong Learning Center. We connect people to the park’s resources: the lifelong learning center campus, the cultural, educational, artistic, environmental, and recreational programs offered by the park’s partner organizations; the trails, beaches and historic batteries. We also provide hospitality packages; meeting and events spaces; food service; and lifelong learning programming.

Fort Worden’s Service Philosophy

- **Cultivate a community** for anyone to feel welcome at Fort Worden.
- **Attention to detail** in every task.
- **Model of integrity** in policy and practice.
- **Proactively work to ensure guests and employees want to return.**

POSITION SUMMARY

The Human Resources Manager (HR Manager) is responsible for the accomplishment of Human Resources practices and objectives that will provide an employee-oriented, mission-focused culture that emphasizes learning, empowerment, quality, productivity and standards, goal attainment, and the recruitment and ongoing development of a superior workforce. The HR Manager provides the overall administration and implementation of services, policies, and programs of Fort Worden Hospitality including administrative duties, recruitment, training and development, policies and procedures, compliance and reporting. The HR Manager will serve as a member of the leadership team to support the growth and development of business revenue in balance with our mission and strategic objectives. In addition to maintaining our vision by adhering to our values, this position must provide the highest level of service to our employees, candidates and guests maintaining a professional and friendly demeanor in accordance with established policies and regulations, while maintaining a very high degree of confidentiality.

PRIMARY DUTIES & RESPONSIBILITIES

- Lead by example, supporting the ongoing development of our culture, management principles and values
- Manage the day-to-day human resources management needs of the organization
- Assist the Leadership Team to develop annual staffing plans and labor budgets, recruitment and retention strategy and training and development plans
- Manage the annual compensation program, including analyzing compensations; monitoring the performance evaluation program and revise as necessary
- Maintain and write job descriptions to ensure they are relevant to the position’s current duties and responsibilities
- Process documentation and prepare reports relating to employment activities (staffing, recruitment, training, grievances, performance evaluations, etc.)

- Meet and follow up with employees to support their experiences as an employee of the Fort; provide counsel or advice as needed
- Conduct employee exit interviews gathering all necessary information, equipment, uniforms; provide feedback to appropriate management members
- Complete and file all regulatory paperwork with Labor & Industries and Employment Security departments
- Maintain accurate and proper Human Resource file on all employees
- Prepare and maintain company organization charts and employee directory
- Serve as a point of contact with benefit vendors/administrators
- Perform benefits administration to include claims resolution, and change reporting
- Provide full-cycle recruiting for all open positions, overseeing support staff in posting, screening, and interview-setting

KEY COMPETENCIES

Key competencies include listening and communication, organizing data and information, attention to detail, integrity, honesty, service-focus, problem solving, reliability, adaptability, and efficiency.

QUALIFICATIONS

- 2+ years' experience in Human Resources, particularly experience in full-cycle recruiting
- Experience as a manager of staff preferred
- Degree or certification preferred, equivalent experience accepted
- Hotel or restaurant experience a plus!

KNOWLEDGE, SKILLS & ABILITIES

- Proficiency in Microsoft Excel, Word, Outlook and Internet Explorer required; Gusto, Quickbooks Time, CRM or similar database experience preferred
- Effective oral and written communication skills; must demonstrate active listening skills; use clear and professional language on the phone, computer and in person
- Able to establish and maintain healthy working relationships with people in the course of work
- Basic knowledge of various employment laws and practices
- Excellent organizational skills; able to manage multiple projects and priorities
- Ability to maintain the highly confidential nature of human resources work
- Detail oriented, accurate, thorough, and able to monitor work for quality
- Works independently with minimal supervision on a broad variety of projects
- Ability to support for various departments and foster teamwork
- General skills and abilities in project management

BENEFITS

- Medical, dental and vision with employer contribution
- Vacation, sick and paid time off
- Food, merchandise and accommodation discounts

EEO STATEMENT

Fort Worden Hospitality is an equal opportunity employer without discrimination because of age, sex, color, national origin, marital status, veteran status, sexual orientation or presence of a

disability. Pursuant to the Americans with Disabilities Act, Fort Worden Hospitality will make reasonable accommodation of working conditions or methods in order to perform the duties of the position.