



Fort Worden Hospitality

210 Battery Way  
Port Townsend, WA 98368  
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## **JOB ANNOUNCEMENT: PEOPLE & CULTURE MANAGER**

**Full-time, 40 hours per week, FLSA Exempt**

**Starting Salary Range: \$65,500-\$75,000 DOE**

**Reports to Director of People, Culture and Community**

**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 People & Culture Manager focuses on compliance management and recruitment efforts, builds strategies and delivers programs for onboarding, training, benefits adoption and use, and addresses team member concerns. The People & Culture Team drives the organization to build an empowering workplace through effective performance management and feedback, coaching and support, integrating a people-first culture throughout Fort Worden Hospitality.

### **PRIMARY DUTIES & RESPONSIBILITIES**

- **Compliance**
  - Ensure consistent compliance to all Employment & Labor laws of the area
  - Maintain knowledge of industry trends and employment legislation to anticipate and ensure adherence to federal, state and local legal requirements
- **Employee Engagement**
  - Partner with leadership team to implement strategies for employee engagement and retention
  - Act as the main contact for People & HR related matters
  - Assist in the development and implementation of Diversity, Equity and Inclusion initiatives
- **Recruitment**
  - Assist with Recruitment postings, ads, job fairs, and other recruitment efforts
  - Maintain and advise on position job descriptions and pay scales
- **Onboarding & Exiting**
  - Design and own onboarding process; meet with new employees to complete successful onboarding and familiarize them with benefits, training, and org structure
  - Conduct employee exit interviews and provide feedback to department managers

- Training
  - Work with Director of People, Culture and Community and department managers to identify and help design training programs
  - Maintain training requirements for defined positions
- Benefits
  - Stay current on offered benefits and assist the organization in designing attractive benefit packages
- Record Keeping
  - Ensure accurate employee HR files are maintained
  - Maintain standard company HR forms, documents, and templates
  - Prepare reports relating to HR activities (staffing, recruitment, training, grievances, performance evaluations, etc.)
  - Prepare and maintain company organization charts and employee directory
- Other duties as assigned

#### KEY COMPETENCIES

Key competencies include compassionate listening and communication; finding joy in helping people; approaching conflict with curiosity; crafting shared agreements; thriving in a team-oriented environment; being comfortable speaking in groups; practicing service-driven leadership; approaching problem-solving creatively; integrity, honesty, and adaptability.

#### QUALIFICATIONS

- 2+ years' experience in Human Resources
- Hotel or restaurant experience a plus!

#### KNOWLEDGE, SKILLS & ABILITIES

- Proficiency in core Microsoft 365 Suite required; Gusto and QuickBooks Time a plus
- Effective and professional oral and written communication skills
- 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
- Maintain the highly confidential nature of human resources work
- Detail-oriented, accurate, thorough, and able to monitor work for quality
- General skills and abilities in project management

#### 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.