



Join the Mercer Council Team!

We are a passionate, mission-driven organization dedicated to strengthening our community through prevention, early intervention, and harm reduction. Our staff includes trained and certified professionals with diverse backgrounds—teachers, social workers, case managers, public health educators, Certified Prevention Specialists, National Certified Peer Recovery Support Specialists, and licensed mental health professionals.

At Mercer Council, our core values guide everything we do: **integrity, teamwork, empathy, accountability, relevance, and commitment**—to those we serve and to one another.

Position Title: Human Resource Coordinator and Operations Manager

Position Overview

This is a dual-focus position expected to work in the office 5 days per week.

The HR Coordinator is a foundational human resources professional reporting to the Executive Team, responsible for facilitating day-to-day HR processes, including recruitment, onboarding, benefits administration, performance management, and employee record-keeping. Acting as a key liaison between staff and management, they ensure organizational policies are followed while supporting employee relations with strong organizational, interpersonal, and communication skills to handle sensitive information and foster a positive workplace culture.

The Operations Manager oversees day-to-day, essential functions to ensure smooth, efficient, and cost-effective operations. Leading a small team, they are responsible for driving productivity, managing resources, implementing policies, improving processes, and coordinating across divisions within the organization using strong leadership, problem-solving, analytical, and communication skills to liaise between staff and the executive team.

Salary Range

\$50,000 – \$70,000, commensurate with experience

Benefits & Perks

- Competitive full-time benefits package
 - Stipend for continuing education
 - Access to nonprofit-supported scholarships for professional development and advanced training
 - Supportive, collaborative team environment
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Core Responsibilities

Day-to-day HR processes, including

- Recruitment, onboarding, and management of orientation
- Benefits administration,
- Performance management and compensation,
- Dispute investigation and resolution
- Employee record-keeping

Operations Management, including

- Supervise Operations Team of 3-4 members
- Project Manage and Oversee Operations processes, including
 - Facility and Office Administration
 - Data Management and Recordkeeping
 - Outreach and Community Engagement Support
 - Assist with grant applications and spearhead grant renewals
 - Board Support

We are seeking candidates who possess the following characteristics

- Excellent work organization, management, and follow-through skills
 - Strong work quality and attention to detail
 - Ability to analyze and evaluate data and situations, and initiate and develop solutions
 - Strong collaborative and team-oriented approach
 - Passion for service and the mission of the Mercer Council
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Essential Qualifications

- Bachelor's degree in HR Management and or related field with at least 2 years of experience in a supervisory role
- Technical aptitude with the ability to learn and leverage office technologies. Proficient in Microsoft Office applications.
- Valid driver's license with a clean driving record (minimum three years), access to a personal vehicle with current insurance and registration
- Have a Background check and a discussion on the results

Please submit the following: Resume, Mercer Council general job application (available on our website), Short cover letter. Email all materials to: jobs@mercercouncil.org