TENAFLY Nature Center
Enriching Lives Through Nature

POSITION DESCRIPTION: HUMAN RESOURCES & ADMINISTRATION MANAGER

The Organization

Tenafly Nature Center (TNC) is an independent, member-supported nonprofit dedicated to conservation, education, recreation, and community engagement. Located in Tenafly, NJ, just five miles north of the George Washington Bridge, TNC stewards nearly 400 wooded acres featuring seven miles of trails, wetlands, and a three-acre pond. As Bergen County's largest privately operated nature center, TNC offers year-round, hands-on environmental education programs that inspire people of all ages to appreciate and protect the natural world.

The Position

Reporting directly to the Executive Director, the Human Resources & Administration Manager is responsible for coordinating and managing TNC's day-to-day human resources functions, office administration, and related operational activities. This position serves as a primary resource for staff on routine HR and administrative matters, ensuring consistent procedures, accurate records, timely follow-up, and efficient organizational operations.

Working closely with the Executive Director and department managers, the position supports recruitment, onboarding, benefits administration, employee relations, personnel policies, and office management while identifying opportunities to streamline administrative processes.

The ideal candidate is an organized, proactive, and resourceful professional who exercises sound judgment, maintains confidentiality, and works independently while supporting TNC's mission and staff.

Office & Administrative Operations

- Collaborate with the Executive Director to improve organizational efficiency, policies, procedures, and operational effectiveness.
- Oversee daily office operations, purchasing, inventory, vendor relationships, and administrative communications.
- Coordinate organizational publications and communications, including newsletters, announcements, and the annual report.
- Maintain administrative records, operational documents, and CRM systems in collaboration with staff and vendors.
- Assist with budget preparation, monitoring, organizational reporting, and Board materials.
- Identify opportunities to streamline workflows, improve technology, and strengthen internal systems.

Human Resources & Staff Operations

Recruitment & Employee Administration

- Coordinate staffing needs, recruitment, hiring, onboarding, orientation, and employee separations in collaboration with leadership.
- Maintain personnel records, job descriptions, employment documentation, and employee policies.
- Support workforce planning and employee retention.

Employee Relations & Performance

- Provide guidance on personnel policies, workplace expectations, and employee concerns.
- Assist leadership with employee relations, performance management, disciplinary matters, and sensitive personnel issues.
- Coordinate performance evaluations, improvement plans, and employee recognition initiatives.

Benefits, Compensation & Compliance

- Administer employee benefits, including enrollment, eligibility changes, vendor coordination, and payroll deduction updates.
- Research compensation and benefits practices and recommend appropriate improvements as-needed.
- Monitor employment law compliance and coordinate leave administration, workplace accommodations, and related HR processes.
- Maintain confidentiality and accurate documentation of personnel matters.

Staff Development & Administration

- Coordinate staff training, professional development, and required certifications.
- Support consistent staff procedures, internal communication, and employee engagement.
- Oversee administrative tracking of attendance, timekeeping, and paid time off in coordination with supervisors and the bookkeeper.

General Responsibilities

- Support program registrations, memberships, donations, and other administrative needs.
- Provide occasional professional, welcoming assistance to visitors, members, and community partners.
- Maintain positive working relationships with staff, volunteers, trustees, and external partners.
- Coordinate administrative volunteers and assist with organizational events and programs as needed.
- Participate in staff meetings, training, and organizational activities.
- Promote a safe, welcoming environment and provide emergency assistance when trained and certified.
- Represent TNC's mission, programs, and conservation efforts.
- Perform other duties as assigned.

Knowledge, Skills & Competencies demonstrated in/through this position are

1. Knowledge of human resources, employment regulations, and organizational management practices.
2. Strong organizational, communication, time management, and problem-solving skills, with attention to detail.
3. Ability to manage competing priorities, adapt to changing needs, and work independently with sound judgment.
4. Strong interpersonal skills, emotional intelligence, and ability to build collaborative relationships.
5. Demonstrated professionalism, integrity, discretion, and commitment to confidentiality.
6. Ability to implement improvements, guide change, and encourage staff cooperation.
7. Strong customer service orientation and willingness to learn new systems and procedures.

This job description outlines the general responsibilities of the position and is not intended to be all-inclusive. Duties and responsibilities may change based on organizational needs.

Qualifications

Required Qualifications

- Bachelor's degree in Human Resources, Business Administration, or a related field, or an equivalent combination of education and professional experience.
- Minimum of five years of experience in human resources, office administration, or operations, including demonstrated hands-on HR responsibilities.
- Practical experience with employee onboarding, benefits administration, personnel records, employment policies, and related HR processes.
- Working knowledge of employment laws, HR best practices, and administrative operations.
- Proficiency in Microsoft Office (Excel, Word, Outlook), with experience in spreadsheets, budgeting, and administrative reporting.

- Experience with CRM, HRIS, or comparable database systems, and the ability to learn new software and troubleshoot basic technical issues.
- Criminal history background check may be required.
- Eligibility to work in the United States.

Preferred Qualifications

- Professional HR certification (PHR, SPHR, SHRM-CP, or SHRM-SCP) or a master's degree in a related field.
- Experience in nonprofit administration or HR, particularly within a small organization.
- Familiarity with WordPress, Canva, and digital communication tools.
- Interest in environmental conservation, education, and TNC's mission.

Time Commitment

This is a temporary, part-time, nonexempt position averaging 24 hours per week, typically over 4–5 days. Some seasonal scheduling flexibility may be required.

The initial appointment is six months, with potential for extension or transition to a permanent position based on organizational needs, performance, and available funding.

Expected Start Date

December 2026

Salary Range

$32–$40 per hour, commensurate with experience and qualifications.

Benefits

TNC offers part-time employees training and professional development opportunities, a complimentary TNC family membership and credit available for any TNC program (ex. camp).

Tenafly Nature Center is committed to building a staff that reflects the communities and students we serve and is an Equal Opportunity Employer.

Send cover letter, resume, and three professional references to the Executive Director, Debora Davidson: ddavidosn@TenaflyNC.org. **No calls please.**