

<b>Position:</b>	<i>Senior Coordinator, People Operations &amp; Talent Acquisition</i>
<b>Department:</b>	<i>People Operations</i>
<b>Reporting Manager:</b>	<i>Senior Manager, Talent Acquisition</i>
<b>Status:</b>	<i>Full-Time</i>
<b>Job Classification:</b>	<i>Non-Exempt</i>
<b>Location:</b>	<i>Las Vegas, NV</i>

#### **About the A's:**

The A's are a baseball team founded in 1901. They have a rich history, having won nine World Series championships and 15 American League pennants. The A's are known for pioneering the "Moneyball" approach to team-building, which focuses on using statistical analysis to identify undervalued players.

In addition to their success on the field, the A's also have a positive and dynamic work culture. They have been recognized twice as the Front Office Sports, Best Employers in Sports.

The A's are defined by their core pillars of being Dynamic, Innovative, and Inclusive. Working for the A's offers the opportunity to be part of an innovative organization that values its employees and strives to create a positive work environment.

#### **Description:**

The A's are seeking a Senior Coordinator, People Operations & Talent Acquisition to support and enhance the organization's People Operations function. This role will partner closely with the Senior Manager, Talent Acquisition as well as the greater People Operations team to deliver a high level of customer service across all aspects of the organization. This full-time position will work out of the A's headquarters in Las Vegas, Nevada. The ideal candidate believes hiring great talent is critical to the success of any company, is passionate about relationship building, and is excited to help improve the hiring and employee life-cycle while gaining broad exposure to various People Operations functions!

#### **Responsibilities:**

##### *Talent Acquisition:*

- Lead all aspects of high volume gameday/part-time/seasonal recruiting with appropriate departments including but not limited to: creating job descriptions, posting, marketing, sourcing, coordinating career fairs, conducting background

screenings, and timely maintenance of candidate communication across requisitions (REQs)

- Coordinate availability between candidates, hiring managers, and interviewers for phone, video, or in-person meetings, managing logistics like virtual links or room bookings, and acting as a point of contact to ensure a smooth and efficient interview process
- Research and coordinate participation in career fairs and other events to support strategic recruiting efforts and partnerships in Las Vegas; attend career fairs as A's representative to generate awareness of employment opportunities and benefits of working for the A's
- Maintain accurate CRM for candidate pipelines and conduct informational interviews and initial screens with interested candidates
- Provide administrative support and reporting in Talent Acquisition platforms including Applicant Tracking System (ATS), background screening, virtual interviews and other softwares
- Develop and maintain all recruiting & hiring related materials, including presentations, reference guides and infographics for internal and external use
- Monitor Talent Acquisition email inbox, and timely respond to and manage inquiries as needed
- Maintain data integrity in ATS and candidate relationship management (CRM) platform by upholding data entry standards, conducting regular audits, and supporting other team members in following protocols to help streamline the recruiting process, improve reporting and support decision-making
- Support the Senior Manager, Talent Acquisition in the design and execution of internship events and programming
- Support with reporting on key talent acquisition metrics (e.g. time-to-fill, time-to-hire, source of hire, candidate experience survey), analyze for effectiveness, and recommend changes as needed
- Contribute to general People Operations initiatives and projects; support employee engagement events and administrative operations

*People Operations:*

- Prepare offer letters and onboarding packets for new hires

- Coordinate pre-employment steps including background checks, references, onboarding forms, and compliance requirements
- Coordinate and facilitate the new hire orientation program (including conducting first-day activities, initiating IT and Finance support tickets, and scheduling first-week meetings for new hires) to create a positive first impression and reinforce company culture
- Work closely with IT, Payroll, People Operations, and department leaders to ensure new hires have equipment, credentials, uniforms, and access on day one
- Ensure accurate and timely data entry and ongoing maintenance within the HRIS, including onboarding records, in compliance with league and organizational requirements
- Maintain employee personnel files to ensure all required employment, performance management, and compensation documentation is accurate, complete, properly secured, and retained in compliance with recordkeeping requirements
- Manage employee badge requests, including activation and deactivation for office and parking garage access
- Assist the Director, People Operations with employee engagement initiatives and activities
- Other duties as assigned

**Qualifications/Requirements:**

- Bachelor's degree
- 3-5 years of full-time experience in recruiting coordination or HR/People Operations support; experience within the sports industry preferred
- Proficiency in Microsoft Office, Canva
- Comfortable navigating an Applicant Tracking System required; Greenhouse preferred
- Familiarity with recruiting platforms such as LinkedIn Recruiter, Handshake, Spark Hire, and other applicant sourcing and screening tools
- Exceptional time management and organizational skills with attention to detail and sense of urgency
- Basic knowledge of employment laws, regulations and recruitment

- Willing and able to occasionally work overtime
- Willing and able to occasionally work non-traditional hours, including nights, weekends, holidays
- Willing and able to occasionally travel
- Willing and able to occasionally move equipment weighing up to 25 pounds
- Must have a valid driver's license, with a verifiable safe driving record
- Excellent communication skills, both written and verbal, to engage with candidates and build strong relationships both internally and externally
- Appreciation for the importance of providing an inclusive candidate experience and how that should be ingrained in the work of this team
- Able to handle sensitive and confidential situations with a high level of interpersonal skills
- Keen interest in expanding into broader People Operations responsibilities, including areas such as employee experience, talent development, organizational effectiveness, and culture initiatives
- Eager to contribute to strategic people programs and grow within a collaborative, mission-driven team
- Bilingual in Spanish is preferred

#### **The A's Social Impact & Belonging Statement:**

Social Impact & Belonging are in our organizational DNA. Our commitment to these values is unwavering – on and off the field. Together, we continue to build an inclusive, innovative, and dynamic culture that encourages, supports, and celebrates belonging and amplifies all voices. Combining a collaborative and innovative work environment with talented team members, we've created a workforce in which every team member has the tools to reach their full potential.

#### **Equal Opportunity Consideration:**

We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, national origin, sex, sexual orientation, age, disability, gender identity, marital or veteran status, or any other protected class.