



Human Resources Operations Coordinator

Central Office - Remote with Some In-Person Obligations

Job Summary:

The Human Resources Operations Coordinator (HROC) is responsible for the day-to-day administration of the Vermont Adult Learning (VAL) assigned benefit programs and will also serve as a payroll conduit for all staff. The HROC will coordinate benefit eligibility, timekeeping, communication distribution, and resolving issues by liaising between employees and vendors.

The incumbent will support VAL's annual open enrollment, software implementations, and new staff orientations. The coordinator will also be responsible for HR data entry and system integrity within the organization's HCM.

Job Accountabilities:

- First-tier issue and problem resolution for staff regarding benefit and payroll matters
- Delivers new staff orientation and handoff to department lead
- Coordinate with benefit advisor and other vendors to ensure seamless service delivery and compliance with labor laws, regulations, and internal policies.
- Coordinates and audits timekeeping practices
- Assists with the management of all leave of absence programs (i.e., STD, LTD, FMLA, Workers Compensation, etc.) and COBRA administration

Education / Experience:

- A college degree or equivalent professional work experience, with 3+ years of HR experience or 5 years of progressive administrative experience, is preferred.

Knowledge/Special Skills:

- A passion for providing exceptional customer service
- High level of accuracy and attention to detail
- Knowledge of current HR regulations to ensure legal compliance
- Ability to identify and analyze policy documents and offer proactive solutions
- Strong organizational skills and the ability to multitask on several projects simultaneously
- The ability to work independently and as part of a team is required
- Must have the desire to be challenged and be motivated to learn
- Must be able to adapt quickly to change

Benefits: Benefits:

- Medical and Dental insurance
 - Premiums based upon employee's work schedule



- Health plans offer a Health Reimbursement Account with contributions from the organization
- Family coverage is also available
- Long Term Disability, Life Insurance, and Accidental Death and Dismemberment Insurance are available at no cost to employee
- Flexible Spending/Dependent Care Benefits
- Retirement plan with immediate vesting and organizational match after 6 months
- Vision insurance
- Generous paid time off
- Parental leave policy

Criminal Background Check and Mandated Reporting: Vermont Adult Learning is committed to the safety of our students and staff. A confidential, national criminal records check as well as a check against the Vermont Child Abuse and Neglect Registry will be performed on all applicants offered employment. Continued employment is subject to the final determination reached based upon the results of these checks.

All Vermont Adult Learning staff are required to be familiar with Vermont's Mandated Reporter law.

Pay Status: Exempt / Salaried position

Deadline for Applications is 1/17/2025

TO APPLY: Send a cover letter and resume electronically to: Careers@vtadultlearning.org

Vermont Adult Learning is an Equal Opportunity Employer.