



## Director of Human Resources

### Full-time position with benefits

**Vermont Adult Learning Job Title:** Director of Human Resources

**Employment Classification:** Full Time

**Reports To:** Executive Director

**Primary Work Site:** Remote from home, with some statewide travel

**Overview:** Vermont Adult Learning (VAL) is a private nonprofit and a member of Vermont's Adult Education and Literacy System. Working closely with other nonprofits, state agencies, and schools, VAL serves seven of Vermont's 14 counties, providing both academic and workforce development programs. VAL's academic programs include instruction in basic academic, work readiness, and English language skills; high school completion and GED prep; and transition to college and career services. Our workforce development programs work in concert with VAL's academic programs to give participants the skills and knowledge they need to get started on a career or advance in their current job. VAL's academic programs are free to students, age 16 and older who lack a high school diploma or the equivalent skills.

**Purpose of the Job:** The Director of Human Resources plays a pivotal role in creating a positive and productive workplace culture and ensuring VAL's workforce aligns with our mission and goals. The HR Director is responsible for all aspects of VAL's staffing needs including hiring/firing/staff transitions, onboarding, professional development, evaluation, compensation and benefit management, mediating personnel issues, and ensuring VAL's policies & procedures comply with current laws and regulations. The HR Director is part of the Vermont Adult Learning Leadership Team, helping develop and implement organization-wide initiatives and providing organization-wide leadership. The HR Director is an active member of the VAL staff who is comfortable at the leadership level while also willing to roll up their sleeves and help get the work done.

#### **Essential Functions & Responsibilities:**

##### **Recruitment:**

- Leads the hiring process, including working with supervisors to develop job descriptions, posting jobs, screening applications, organizing interviews, and running background checks.
- Onboards new hires and ensures they are set up for success.
- Develops and maintains handbooks and other onboarding materials.
- Recruits, onboards, and cultivates volunteers.

##### **Compensation & Benefits:**

- Supports management in determination of compensation and benefit offerings.
- Oversees health and dental insurance, 403b retirement plan, and other employee benefit

programs.

- Administers organization's benefits, including providing timely and supportive customer services for employees regarding their benefits.
- Manages payroll and time and attendance systems, including preparing and processing payroll and acting as the primary point of contact for employees in matters of time, attendance, and payroll.

#### **Employee Relations and Performance Management:**

- Supports the leadership team in creating a positive and productive workplace culture.
- Provides high quality customer service for employees looking for assistance with policies, procedures, and benefits.
- Works with the Diversity, Equity, and Inclusion Committee to create and implement programs that build momentum for diversity, equity, and inclusion.
- Acts as the lead for resolving workplace conflict, including conducting investigations as needed.
- Chairs Vermont Adult Learning's Staff Evaluation Committee and ensures employees are evaluated regularly and effectively. Provides support for managers working to improve employees' performance.
- Coaches supervisors before and during employee disciplinary actions.
- Oversees the organization's health and safety procedures.
- Manages employee recognition program.
- Helps to plan and track employee events and appreciation activities such as all-staff meetings, social events, and group activities, tracking anniversaries, birthdays, and other milestones.
- Performs staff exit interviews

#### **Training and Development:**

- Assists leadership team in identifying and implementing professional development programs
- Coordinates information sessions for employees regarding benefits available to them and how to access them.
- Organizes training for supervisors in HR policies, hiring, evaluations & conflict resolution.

#### **Administration**

- Ensures that employee files and records are properly and securely maintained.
- Supports office management including coordination and ordering of supplies and mail.
- As part of the administrative and leadership team, acts as a liaison with our financial accounting service and supports/coordinates audits.
- Assists with other duties as assigned.

#### **Professional Requirements:**

- Maintains professional standards of confidentiality.
- Maintains current knowledge on relevant laws and regulations at the local, state, and national level relating to employment and ensures organizational compliance.
- Participates in professional development.
- Incorporate a high level of customer satisfaction into all aspects of operations.
- Demonstrate flexibility and teamwork.

**Qualifications, Knowledge & Skills:**

- Commitment to VAL's mission
- Knowledge and experience:
  - Bachelor's degree in Human Resources, Business Administration or a related field preferred.
    - SHRM, PHR, or SPHR certification a plus.
  - Minimum 2 years of HR generalist experience, with extensive exposure to benefit administration, employee relations, performance management, recruitment, and training and development.
  - Three or more years of progressive HR leadership experience.
  - Comparable combination of education and experience may be acceptable.
- Ability to foster a positive and productive work culture
- Strong planning, problem-solving, and decision-making skills. Ability to effectively manage multiple, changing priorities.
- Demonstrated ability to work independently and as part of a team.
- Good judgment and demonstrated ability to manage confidential, sensitive situations
- Strong interpersonal and communication skills, including the ability to communicate effectively both orally and in writing in English
- Demonstrated commitment to customer service and satisfaction
- Commitment to diversity, equity, and inclusion
- Proficiency with common productivity tools, such as MS Office and Google Workspace, and payroll and HR software essential.
- Experience in nonprofit and/or educational organizations preferred

**Working Conditions & Environment:** Remote from home, with some statewide travel. May require working some weekend and evening hours. Travel will be required utilizing personal transportation. Requires reliable transportation with a valid driver's license.

This is an **Exempt, Salaried** position.

**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

- **Benefits:** In addition to a competitive salary, Vermont Adult Learning offers the following excellent benefits – premiums based upon employee's work schedule:

- Medical insurance, including family plans and plans with employer contributions to a health reimbursement account (HRA).
- Dental Insurance
- Long Term Disability, Life Insurance, and Accidental Death and Dismemberment Insurance are available at no cost to the employee.
- Flexible Spending/Dependent Care Benefits
- Vision insurance
- Parental leave
- Retirement plan with immediate vesting and organization match of up to 4% after six months.
- Generous paid time off includes:
  - Combined Time Off (vacation and sick time) which increases with years of service
  - 11 paid holidays each year
  - 2 additional weeks paid time off (one week winter, one week summer) when the organization closes statewide.

**TO APPLY: Please send a cover letter and resume to: [djustice@vtadultlearning.org](mailto:djustice@vtadultlearning.org). Applications will be reviewed as they are received. Position is open until filled.**

Vermont Adult Learning is an Equal Opportunity Employer