



## **Human Resources and Administrative Coordinator**

**Employment Classification:** Full-Time Benefited (40 hours per week)

**FLSA Status:** Non-Exempt

**Reports To:** Executive Director

**Primary Work Site:** Remote with occasional statewide travel

### **Purpose of the Job:**

The Human Resources and Administrative Coordinator supports Vermont Adult Learning's mission by strengthening the systems and processes that enable staff to serve adult learners across the state in an equitable, consistent, and supportive manner. This position ensures smooth daily operations, timely communication, and accurate HR documentation, while promoting a positive, professional employee experience. The Coordinator serves as a primary administrative point of contact for employees on HR related questions and processes and works closely with the Executive Director and Executive Leadership Team to support staff across all seven learning centers.

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

- Recruitment and Hiring Support
- Post job openings and maintain applicant tracking systems
- Schedule interviews and communicate with applicants
- Assist with preparation and coordination of offer letters
- Support the background check process in coordination with external vendors

### **Onboarding Support**

- Collect new hire paperwork and prepare onboarding materials
- Assist with I-9 completion and documentation
- Coordinate onboarding logistics and documentation across learning centers

### **Payroll Administration Support**

- Send timecard reminders and support payroll documentation needs
- Coordinate payroll-related questions and documentation with internal systems and vendors

### **Benefits Administration Support**

- Collect, track, and coordinate submission of benefit enrollment and VT HC-2 Declaration of Health Care Coverage forms
- Support benefits administration processes in coordination with internal HR operations, brokers, and vendors

### **Open Enrollment Coordination**

- Serve as the primary administrative employee point of contact during open enrollment
- Track enrollment documents and deadlines
- Support employee navigation of systems and forms
- Coordinate scheduling of employee information sessions

### **COBRA Administration Support**

- Enter COBRA eligibility information for new hires and terminating employees in the MVP employer COBRA portal
- Monitor COBRA participant payment status.
- Coordinate updates with Employee Navigator, payroll systems, and vendors as needed

### **HRIS and Data Systems Support**

- Upload and organize HR documents within the HRIS
- Assist with routine system updates and accuracy checks
- Support data integrity across HR systems

### **Employee Relations Support**

- Serve as the primary administrative point of contact for employee relations matters
- Schedule meetings, maintain documentation, and coordinate follow-up as needed

### **Performance Management Support**

- Track performance management deadlines
- Organize performance cycle materials and documentation

### **Leadership and Professional Development Coordination**

- Coordinate scheduling for leadership and professional development trainings identified by the Executive Director or Executive Leadership Team
- Support logistics and preparation of training materials

### **Compliance Support**

- Coordinate compliance activities by maintaining required documentation
- Track deadlines and support implementation of actions identified through compliance reviews
- Support audits and compliance-related information requests

### **Training and Development Support**

- Schedule required training sessions
- Upload and track completion certificates and documentation

### **Leave Management Support**

- Collect and upload leave forms and related documentation
- Coordinate leave tracking with internal systems and vendors

### **Workers Compensation Support**

- Collect incident information and upload required documentation into the
- HRIS support coordination with vendors as needed.

### **Terminations and Offboarding Support**

- Coordinate offboarding activities, including equipment collection
- Schedule and conduct exit interviews
- Maintain required offboarding documentation

### **Personnel File Maintenance**

- Maintain electronic personnel file
- Ensure accurate, organized, and confidential digital recordkeeping

### **Health and Safety Committee Support**

- Schedule committee meetings
- Prepare and maintain meeting documentation

### **General Administrative Operations**

- Provide administrative and organizational support to the Executive Director and Executive Leadership Team
- Assist with scheduling, calendar coordination, document preparation, and follow-up tasks
- Take notes and prepare summaries during board meetings, leadership meetings, and other internal meetings as requested
- Support preparation and organization of board and leadership materials

### **Strategic HR Planning and Change Management Support**

- Provide logistical and administrative support for HR initiatives and organizational change projects

## **Qualifications, Knowledge, & Skills:**

- Associate's degree in related field required, bachelor's degree in related field preferred
- Experience in administrative or human resources support functions preferred
- Strong organizational skills with consistent attention to detail
- High level of professionalism and confidentiality
- Comfort with digital systems, data management, and online communication tools
- Strong written and verbal communication skills
- Ability to work independently in a remote environment
- Ability to travel occasionally to Vermont Adult Learning learning centers. Commitment to the mission and values of Vermont Adult Learning

This position requires a commitment to racial equity, as well as other forms of educational equities around class, ability, language, gender, and sexuality. Candidates should be excited to work with diverse students, especially students of color, English Language Learners, and LGBTQ+ students.

## **Working Conditions & Environment:**

This is a remote position with occasional travel to Vermont Adult Learning centers for onboarding, training coordination, meetings, board support, or other operational needs.

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

## **Professional Development**

Vermont Adult Learning is committed to building internal capacity and supports professional development for this role, including employer-paid SHRM certification.

## **Compensation and Benefits**

Salary range is \$50,000 to \$55,000, commensurate with experience. VAL offers a comprehensive benefits package including health insurance, retirement contributions, generous paid time off, and flexible work arrangements.

## **How to Apply**

Please email a resume and cover letter to [HR@vtadultlearning.org](mailto:HR@vtadultlearning.org), Attention Tara Brooks, Executive Director

Application deadline January 23, 2025

Vermont Adult Learning is an equal opportunity employer. We encourage applications from individuals of all backgrounds, experiences, and identities.