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**Title: Part-Time HR Coordinator**

**Reports To: HR Manager**

**Pay range: \$23-\$25/hour**

#### **Position Overview**

We are seeking a detail-oriented and proactive Part-Time HR Coordinator to support the HR Manager in delivering a smooth and efficient human resources experience for our employees. This role focuses on administrative HR tasks, employee onboarding, record maintenance, and supporting all stages of the employee life cycle. The HR Coordinator will also assist in planning and coordinating team-building events and training opportunities, ensuring HR processes run effectively.

#### **Key Responsibilities**

- Support the HR Manager with day-to-day HR operations and administrative tasks.
- Help coordinate the full employee life cycle, including onboarding, offboarding, and supporting our performance management process to ensure a consistent and positive employee experience.
- Maintain accurate and up-to-date employee records, in compliance with organizational policies and regulatory requirements.
- Facilitate the benefits enrollment process and maintain related documentation.
- Prepare and administer HR documents such as offer letters, onboarding materials, performance management forms, and other standard HR communications.
- Assist with recruitment activities, including posting job openings, conducting phone screens, scheduling interviews, coordinating with hiring managers, and communicating with candidates throughout the process.
- Help organize team-building events, training sessions, and employee engagement initiatives, including logistics, scheduling, and material preparation.
- Respond to routine employee inquiries regarding policies, benefits, and HR procedures, providing timely and accurate information or directing employees to the appropriate resources.
- Support HR projects and process improvements as needed, contributing to better systems, tools, and practices across the HR function.

#### **Qualifications**

- 1-3 years of experience in HR support, administrative roles, or office management. A bachelor's degree in HR or related field is a plus.
- Strong organizational skills and attention to detail.
- Excellent verbal and written communication skills.
- Proficiency with Microsoft Office Suite and HRIS systems.
- Ability to handle confidential information with discretion.
- Team player with a proactive and service-oriented approach.

#### **Schedule**

Part-time, 20 hours per week. Typical hours are Monday-Friday, between the hours of 9:00 a.m.-5:00 p.m. Occasional planned schedule adjustments may be required. Attendance for in-person activities, such as new hire orientations, occasional trainings, and team-building events, will be expected.