

## Human Resources Manager

This position oversees day-to-day administration of Human Resources functions for the organization which is composed of three entities: The Windham Foundation, The Grafton Inn, and The Grafton Village Cheese Company.

### Human Resources

- Administration. Manage the daily administrative duties of Human Resources within the entire organization. Serve as a main point of contact for HR-related inquiries from employees and outside entities. Responsible for adhering to compliance requirements in the management of employee files. Facilitate employee hiring and on-boarding activities. Provide guidance to supervisors and managers for completing performance reviews and performance improvement plans; partner with managers on disciplinary processes, and if required, terminations. Manage the posting of required federal and state legal notices at all locations.
- Benefits. Administer the organization's benefits programs, including medical, health savings accounts, dental, and life & disability plans. Provide benefits and policies and procedures orientation for new employees; respond to employee questions related to benefits, compensation, and paid time off. Reconcile monthly premium invoices; manage enrollments and terminations in a timely manner; track changes in employee premiums for payroll. Work with Employee Benefits broker on benefit plan issues, renewals, and open enrollments.
- Retirement Plans. Oversee the organization's 401(k) and 403(b) retirement plans, including tracking changes in employee contributions for payroll and initiating pension payments/distributions. Assist with annual audit of 401(k) Plan. Distribute annual funding notice and annual statements to all eligible participants in frozen Pension Plan.
- Compliance. Ensure the organization's compliance with state and federal laws and regulations related to reasonable accommodations (ADA) and allowed leaves (FMLA, LOA, USERRA, VT Crime Victim Leave). Respond to discrimination and/or workplace complaints. Work with the COBRA administrator to notify new hires and terminating employees of their rights for benefits coverage. Initiate harassment prevention training and regular Employee Handbook updates. Prepare monthly/quarterly DOL reports and other federal and state reports as needed.
- Workers Compensation: Report employee injuries/illnesses to workers compensation carrier and maintain communication with carrier for status updates. Maintain OSHA logs and prepare/post the annual OSHA Form 300A report.
- Payroll: Serve as back-up for employee administering payroll. Prepare Holiday and PTO schedules.

## **Required Qualifications**

- Strong verbal and written communication skills, interpersonal skills, and analytical abilities
- Ability to work with integrity, professionalism, and confidentiality.
- Excellent organizational skills and attention to detail
- Knowledge of employment-related laws and regulations; working knowledge of wage and hour requirements and taxation requirements
- Conflict resolution and problem-solving abilities
- At least five (5) years of experience in HR-related work (e.g., benefits administration, recruitment, compliance) with some level of experience with payroll software
- Proficient with Microsoft Office products (Excel, Word, PowerPoint, Outlook).
- Experience with Grant applications a plus

## **Education**

- BA/BS in Business, Human Resources, or related field; or equivalent work experience

Position has some flexibility regarding partial remote work, weekly schedule. Position reports to Windham Foundation CEO, with dotted-line relationships with senior business unit management.

## **To apply:**

Send a cover letter and resume to:

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CEO, The Windham Foundation  
P.O. Box 70  
Grafton, VT 05146  
[bob.donald@windham-foundation.org](mailto:bob.donald@windham-foundation.org)