

POSITION TITLE: Executive Assistant & Human Resources Coordinator
Department: Administration
Reports To: Director of Human Resources & Administration (primary); Executive Director (secondary)
Supervises: N/A
Date Created: August 2021 **Revised:** **Pay Grade:** N/A (Exempt)

POSITION SUMMARY:

The Executive Assistant & Human Resources Coordinator provides professional-level general and confidential administrative support to the Executive Director and the Director of Human Resources and Administration, and performs and coordinates various human resources tasks and projects. This position is regularly required to exercise independent judgement on matters of significance to Authority business.

ESSENTIAL RESPONSIBILITIES:

The following duties and responsibilities reflect the essential functions of the position, but do not restrict the assignment of additional tasks. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Executive Assistant Responsibilities

1. Perform general administrative and confidential tasks of varying complexity in support of the Administration department, including, but not limited to: maintaining files; preparing documents and reports; scheduling meetings; assisting with the maintenance of the Authority’s public records and response to public records requests; and maintaining and updating administrative policies, procedures, and systems.
2. Coordinate the Board of Commissioners meetings and all related tasks in accordance with Authority processes and Vermont Open Meeting law, including, but not limited to: distributing and posting meeting notices; preparing, gathering, and distributing agendas and meeting materials; communicating with Commissioners and the Governor’s office; coordinating meeting logistics; providing administrative support to meetings; and preparing and posting meeting minutes.
3. Perform and coordinate public relations and community engagement activities, including, but not limited to: drafting press releases; fielding and directing press inquiries and requests; creation of printed materials and documents, including the annual report; and maintaining the Authority website.
4. Monitor and keep the ED and DHRA informed of legislative activity that may directly or indirectly affect/impact affordable housing.
5. Managing or assisting with the management of projects in support of the Administration department or functions, as requested.

Human Resources Coordinator Responsibilities

1. Coordinate and perform recruitment and hiring activities, including, but not limited to: drafting job postings; posting open positions; application management and review; scheduling interviews; and conducting reference and background checks.
2. Assist with onboarding new employees, including, but not limited to: preparing new employee offer packets, files, and materials; organizing and leading new staff orientations; entering employee information into all systems and databases; ensuring all forms and documents are complete and in order, and following up with staff as needed.
3. Perform administrative tasks related to employee benefits, including, but not limited to: enrollments, payroll notification, tracking, reporting, and invoice reconciliation.
4. Perform claim filing, reporting, tracking, and follow-up for work-related injuries and illnesses.
5. Assist with administration of employee leaves of absence.
6. Coordinate employee and management trainings and events.

7. Maintain, create, and/or streamline HR processes, information, and systems, including electronic HRIS files and systems.
8. Provide general back up to the DHRA; in the absence of and/or in support of the DHRA, field employee questions and concerns, and respond as appropriate.

POSITION REQUIREMENTS AND QUALIFICATIONS:

Education:

Bachelor's degree in relevant field, or a combination of education and work experience that provides the skills and knowledge needed to successfully perform the essential functions of the position.

Experience:

Significant, relevant experience in the nonprofit sector or other relevant work experience (5+ years preferred); experience and/or training in human resources (2+ years preferred).

Knowledge, Skills, and Competencies:

1. Understanding of the VSHA mission, general understanding of issues related to affordable housing and homelessness, and positive regard for people accessing VSHA programs and services.
2. Understanding of the administrative responsibilities of nonprofit and public sector organizations.
3. Understanding of core human resource functions.
4. Ability to communicate clearly, effectively, and professionally, verbally and in writing, with diverse and various audiences.
5. Strong professional/business writing skills.
6. Proficiency with Microsoft Office 365 products.
7. Technical capacity to communicate, document, report, and distribute data and information, utilizing information and communications technology and social media platforms as required.
8. Excellent organizational, analytical, problem-solving, and research skills.
9. Ability to exercise sound judgement and appropriately respond to stressful and/or unexpected situations.
10. Ability to effectively manage workload, tasks, and projects according to deadlines with minimal direction.
11. Comprehensive understanding of confidential information management and commitment to maintaining confidentiality of protected and sensitive employee and agency information.

WORKING CONDITIONS & PHYSICAL DEMANDS:

1. Work is primarily performed onsite, in an office environment with low to moderate noise and activity levels.
2. Must be able to consistently work a full-time, 40 hour/week schedule during core business hours; may be required to occasionally work outside of regular business hours.
3. Must adhere to VSHA policies.
4. Required to remain seated or in stationary position for extended periods of time.
5. Regularly required to attend meetings and trainings, both in person and virtually.
6. Must possess visual acuity to read text in various formats, including electronic and paper formats.
7. Required to operate a computer, keyboard, mouse, and other electronic devices; must possess manual dexterity to operate keyboard, telephone, and other required office equipment.
8. Required to speak and hear in order to effectively communicate verbally, in person and on the telephone.

EQUIPMENT USED:

Computers, printers, copiers, telephones, and other standard/general office equipment.