

**What we offer:**

Friendly company culture, competitive pay, flexible schedule, work-life balance (seriously!), great benefits package that includes medical, dental, vision, 403(b), STD/LTD, life insurance, and professional development.

**What you have to offer as an HR Specialist:****Benefits Function**

- Manages the Priest's Benefit Fund (PBF) and provides support to the PBF Board of Advisors.
- Maintains updates for the PBF pension. Provides data for the Finance Department for completion of the actuary review process.
- Manages parish, schools, and administrative offices health and wellness benefits-- medical, vision, dental, STD, LTD, retirement, and life insurance and communicates with service providers concerning routine administration of programs.
- Maintains census data and activates/terminates benefits.
- Maintains records on health care vendor invoices and payments.
- Assists Chief Human Resources Officer with annual benefits open enrollment, reviews enrollment forms for accuracy and coordinates enrollment with third-party administrator.

**Human Resource Function**

- Keeps employee records up to date by processing employee status changes in timely fashion.
- Assists in hiring process by coordinating job posting on the website, reviewing resumes, and performing telephone interviews.
- Answers calls professionally. Acts as first contact for priests, parishes, and employee questions/requests.
- Compiles data and prepares monthly statistical reports for the CHRO, which serves as updates for the Vicar General and Bishop on the PBF. Prepares additional reports or analysis and database upkeep as requested.
- Administratively supports the PBF quarterly board meetings.
- Coordinates the annual Jubilarians' Mass.
- Provides general HR Specialist support to the CHRO.
- Assists with the implementation and updating of the online form process for all new hire paperwork, policies and procedures, job descriptions, database maintenance, and creation of forms.
- Abides by HIPAA regulations and all state and federal employment and labor laws.

**Travel**

Minimal travel is expected for this position. Company pool cars are available.

**Required Education and Experience**

Minimum of three years of job-related experience, preferably in a human resource department; or any equivalent combination of education and experience that provides the required knowledge, skills and abilities. High School graduate is required, Associate/Bachelor's degree is preferred, but not required.

To apply, please send your resume to [mfoster@vermontcatholic.org](mailto:mfoster@vermontcatholic.org).