



JOB POSTING
Human Resources Coordinator (half-time)

January 2025

College Futures Foundation is seeking a part-time Human Resources Coordinator to join our Fiscal/Operations team, working with colleagues across the organization to achieve the Foundation's goals. The HR Coordinator will manage all benefit plans and payroll processes and serve as the liaison for staff and associated benefits vendors.

This non-exempt position has an FTE of 0.5 (18.75 hours per week) and reports to the Director of Finance and Administration. College Futures offers a competitive compensation package that includes benefits.

About College Futures Foundation

At College Futures Foundation, we believe that securing the postsecondary success of learners facing the most formidable barriers will ensure that all of us can thrive—our communities, our economy, and our state. We believe that the equitable education system of the future, one that enables every student to achieve their dreams and participate in an inclusive and robust economy, will be realized if we are focused, determined, and active in our leadership and partnership.

Learn more about College Futures Foundation at www.collegefutures.org.

Position Description

Key duties and responsibilities are:

- Payroll processing
 - Working with staff and managers, ensure timely submission of weekly timecards.
 - Process bi-weekly payroll and provide reports to the accounting staff.
 - Ensure accurate benefit costs are uploaded to payroll processor (Paylocity).
 - Coordinate and distribute all payroll-related correspondence, such as changes in withholding rates.
- Manage benefit plans and associated vendor relationships.
 - Serve as the point of contact for staff and vendors with regard to benefits, payroll, leaves of absence, etc.
 - Process bi-weekly contributions to all retirement plans.
 - Review monthly employee insurance invoices for accuracy and follow up on any errors.
 - Set up new hires in benefits portal and assist as needed with benefit enrollment.
 - Coordinate open enrollment timing and meetings with insurance broker and staff.
 - Coordinate retirement plan orientations for staff; assist with annual 5500 filings.



- Coordinate and distribute all benefit-related correspondence, such as summary plan descriptions.
 - Manage coordination of benefits with state agencies as needed.
- Assist with recruitment efforts
 - Maintain master list of job posting sites
 - Post positions as needed
- Support onboarding and offboarding processes.
- Stay current with regulatory changes affecting the Foundation's employees.
- Maintain the employee handbook change log, and contribute to annual revisions of the handbook.
- Complete special projects as assigned.

Required Skills and Experience

- 3+ years' experience in general human resources support is required; payroll processing experience a distinct advantage.
- Proficiency in Microsoft Office (Excel, Word, Powerpoint, Outlook) is required, and experience with Paylocity is a plus.
- Ability to manage multiple projects and deadlines effectively.
- Self-driven, responsible, and able to take ownership of projects.
- Ability to communicate effectively, both verbally and in writing.
- High degree of accuracy and attention to detail while also being creative, strategic, and able to see how details fit into a larger context.
- Ability to exercise judgement, tact, and discretion when handling sensitive or confidential information.
- An approachable and respectful manner and an ability to collaborate with people from many different backgrounds.
- A sense of humor, flexibility, and the ability to contribute to a collegial, respectful, and supportive work environment.
- Authorization to work in the U.S.

Additional Position Details:

This is a flexible and hybrid position, with some required in-person time at the office each quarter. Accordingly, candidates from the San Francisco Bay Area (within a typical 75-minute commuting range from our office, which is located in downtown Oakland near the 19th Street BART station) are preferred. Candidates outside of the SF Bay Area will be considered if they are residents of California and will commit to attending meetings as required.

College Futures Foundation is an equal opportunity employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, or sexual orientation.

Compensation and benefits:



College Futures offers competitive compensation and excellent benefits (medical, dental, vision, life, retirement and more). Cost shares for premiums will match the FTE and be prorated to 50%. Annual starting salary for this part-time position is \$35,000 to \$38,000, depending on experience (50% of the starting salary range of \$70k-76k). The salary range is subject to change with the labor market for the position.

To Apply:

Please submit a cover letter and resume via email to jobs@collegefutures.org with the subject line: "Application: HR Coordinator." Close date: 1/31/25. No calls, please.

Invited candidates will be asked to participate in a half-hour Zoom interview with the Director of Finance and Administration. Second-round candidates will be invited to participate in a one-hour interview with one or two staff members who will work closely with the successful candidate. Finalists will interview with the COO and Director of Finance and Administration.