



Position: Human Resource Coordinator
Reports to: Director of Finance and Operations
Member of: Year-Round Staff - Part-Time
Salary Range: \$22,500 - \$27,500

Position Summary

Willows Academy is seeking a **Human Resources Coordinator (Part-Time)** to support faculty and staff through well-run HR systems, strong follow-through, and a high standard of confidentiality. This role manages core HR operations—including hiring process coordination, onboarding, employee records, payroll management, benefits support, Virtus/child-safety compliance, and HR compliance tracking—so the school community is well supported and leadership has a reliable HR infrastructure.

Key responsibilities

Hiring process coordination

- Maintain job postings and support candidate communications in coordination with hiring managers.
- Coordinate reference checks and hiring documentation; prepare offer packets and onboarding materials.

Onboarding & employee records

- Lead onboarding workflows: new-hire paperwork, background checks, required trainings, and first-day readiness.
- Maintain accurate, confidential employee files and HR documentation; ensure timely updates and record retention.
- Track staff changes, job descriptions, and annual HR cycles (contracts, renewals, evaluations, support as assigned).

Payroll management

- Manage payroll processing in coordination with the school's payroll provider and business office, ensuring accurate data entry, approvals, deadlines, and recordkeeping.
- Maintain payroll-related files and reporting (new hires, terminations, stipends, deductions, leave impacts, and position changes).



- Support year-end payroll processes (e.g., audits/reconciliations support and payroll reporting as applicable).

Virtus & compliance

- Manage **Virtus (Protecting God’s Children)** compliance for employees and volunteers, including onboarding requirements, training status, and documentation.
- Coordinate background checks and track clearance status in alignment with school/diocesan requirements.
- Maintain a compliance calendar and ensure timely renewals for trainings, certifications, acknowledgments, and required postings.
- Support handbook updates and policy acknowledgments; maintain organized, audit-ready compliance files.

Benefits & leave administration (coordination)

- Coordinate enrollment, changes, and communications related to benefits in partnership with providers/payroll.
- Track leave requests (FMLA/medical/personal) and ensure documentation and timelines are followed.

Qualifications

- 2+ years of HR/payroll administration experience (school or nonprofit experience a plus).
- Experience managing compliance workflows (e.g., Virtus/child-safety training, background checks, training trackers) strongly preferred.
- High confidentiality and sound judgment; strong organizational habits and follow-through.
- Proficiency with Google Workspace/MS Office; comfort learning HR/payroll platforms.
- Clear, kind communicator with professional presence.

Schedule

Part-time (typical range: 20-25 hours/week), with flexibility during peak hiring, onboarding, and payroll cycles.



How to apply

Please submit your resume and cover letter to employment@willowsacademy.org with the subject line "HR Coordinator (Part-Time)."