



**NOTRE DAME MISSION VOLUNTEERS AMERICORPS (NDMVA)  
HUMAN RESOURCES AND FINANCE COORDINATOR  
POSITION DESCRIPTION**

Notre Dame Mission Volunteers is dedicated to improving access to education, building community, and providing opportunity for communities on the margins throughout the United States. NDMV's flagship program, Notre Dame – AmeriCorps (NDA) facilitates the service of over 400 AmeriCorps members in 20+ teams across the country. We are always looking to expand our capacity with talented and committed individuals looking to join our team. Learn more about [NDMVA](#) and our founders, [The Sisters of Notre Dame de Namur](#).

**POSITION SUMMARY**

NDMVA seeks a Human Resources / Finance Coordinator to work in our National Office (Baltimore, Maryland) in order to actively support our leadership team, staff and the Notre Dame AmeriCorps program. We're searching for a qualified and resourceful human resources generalist to support our organization in ensuring smooth and efficient business operations. The human resources generalist will have both administrative and strategic responsibilities, and will help with important functions such as staffing, training and development, and compensation and benefits. The ideal candidate is a proactive problem solver with exceptional communication skills and meticulous attention for administrative details.

**PRIMARY RESPONSIBILITIES**

**General Human Resources**

- Oversee the development of HR objectives and systems, including metrics, queries, and ongoing reports for company requirements
- Assist in developing and executing personnel procedures and policies, and provide guidance and interpretation for NDMVA operations. Coordinate regular review and update of NDMVA procedures and policies in order to improve employee and volunteer experience as well as the efficiency of HR department and NDMVA.
- Assist in the communication, interpretation, and upkeep of employee handbook, member handbook, employee directory, and organizational chart. (on average every 2-3 years)
- Ensure compliance with AmeriCorps, local and national regulations and applicable employment laws. Update policies and procedures when necessary.
- Assure smooth new-hire onboarding process, coordinating with cross-functional departments to deliver an exceptional first-day experience and employee orientation.



**AmeriCorps**

- Work with leadership team and executive assistant to assure all administrative tasks for onboarding, new-hire orientations, and exit interviews, including data entry in human resources information systems and audits for accuracy and compliance.
- Provide a dedicated and effective HR advisory service to employees that covers absence and health issues, conduct and capability, grievances, organizational change, and all other employee-relations matters.
- Coordinate, maintain and evaluate employee performance program.
- Provide back-up support for accounts payable and general finances as needed.
- Oversee or assist in administering payroll, compensation and benefits as outlined below:

### **Payroll**

- *Semi-monthly processing of the payroll*
  - Review the processed payroll with the Finance Manager for accuracy
  - Process payroll confirmations with appropriate staff
  - Submit the reviewed payroll to the Executive Director for approval
- *Payroll Taxes*
  - Determine payroll multi-jurisdiction liabilities to ensure compliance
  - Correspond with ADP to update taxes for all jurisdictions
  - Upload all states tax notices to Smart Compliance
- *Data entry*
  - Maintain payroll operations by following policies and procedures
  - Collect, calculate, and enter data to maintain and update payroll information
  - Forward all payroll invoices to the Finance Assistant for posting
  - Document and forward all uncashed checks to the External Accountant
  - Develop ad hoc financial and operational reporting as needed
- *Personnel*
  - Respond to staff and members payroll questions
  - Track any uncashed checks and forward them to Accounts Payable for reissue

### **Benefits**

- *Internet*
  - Maintain an accurate monthly schedule of the staff internet fringe benefit
- *Health Insurance*
  - Enroll qualifying staff into health insurance
  - Maintain a monthly health insurance schedule for the payroll
  - Liaise with CBRS on all issues concerning health insurance
  - Respond to staff health insurance questions
  - Work with the Finance Assistant to verify all the health insurance invoices



**AmeriCorps**

- Work with Director of Programs and Operations to assure AmeriCorps volunteer health insurance and other benefits
- *403B*
  - Enroll eligible staff into 403b program
  - Maintain the 403b semimonthly schedules
  - Download semi-monthly reports for the Finance Assistant
  - Work with the Finance Assistant to verify all the 403b invoices
- *Workers' Compensation*
  - Coordinate with CBRS an update the workers compensation locations
  - Provide WC quarterly reports to the Director of Finance
  - Prepare annual audit for Workers' Compensation
- Correspond with HR vendors and resources
- Any other duties assigned

#### **Leadership Team Support**

- Prepare human resource reports and documents primarily for leadership team, Board of Directors, AmeriCorps and others as needed
- Work with the Executive Director on correspondence, communications, preparation of talking points, and other matters related to human resources.
- Assist with the development and scheduling of regular employee and member professional development (inclusive of personal, spiritual, and vocational growth)
- Assist with other duties, as requested

Maintains professional and technical knowledge by attending educational workshops, reviewing professional publications, establishing personal networks, and participating in professional societies

#### **QUALIFICATIONS AND SKILLS**

- Bachelor's Degree or equivalent related professional experience
- Minimum of three to five years in finance and/or human resources
- Ability to operate in ambiguous and changing environments with the demonstrated ability to manage and prioritize projects
- Time management skills; proactive approach to meeting deadlines and delivering results with limited supervision



**AmeriCorps**

- Entrepreneurial spirit; a self-starter with ability to work independently and as member of fast-paced organizational team
- Excellent verbal and written communication skills, sophisticated interpersonal and relationship-building skills
- Ability to distinguish and honor confidentiality and communicate information, as needed
- Ability to collaborate with others and create unity in the workplace
- High Proficiency with Microsoft Office Suite platforms and Google Suite; knowledge of CRMs a plus. Skilled and confident user in Adobe Creative Cloud, zoom teleconferencing and/or other platforms as needed.
- Ability to travel 2-3 times per year to attend off-site conferences and meetings
- A demonstrated commitment to diversity, equity, and inclusion and is able to collaborate with diverse groups to accomplish mission-driven goals
- Alumnus or former staff member of a National or International Service program a plus
- Willingness and ability to handle conflict with tact and professionalism
- Dedication to the mission of the organization

#### **OTHER STANDARDS OF PERFORMANCE**

- Accepts shared responsibility and ownership of projects.
- Positive, cheerful influence on others to achieve goals.
- Actively contributes to the achievement of group and organizational goals.
- Composes and edits documents, with an eye for accuracy and style.
- Maintains neat, orderly administrative office files.
- Cultivate, maintain positive relations
- Attends staff meetings and presentations.

**Compensation:** Salary will be commensurate with experience and proven track record.

**Benefits include:** Health/Dental/Vision Insurance (including children and spouse), PTO (personal days, vacation, sick days, parental leave), 403b Retirement Plan, Orientation and opportunities for professional development.

**Location:** Located in Baltimore, MD, with hybrid work schedule available.

**To apply, please send a copy of your resume and cover letter, inclusive of salary range, to [jobopening@ndmva.org](mailto:jobopening@ndmva.org)**