

Robert E. Lee Memorial Association, Inc.  
DBA Stratford Hall  
483 Great House Road  
Stratford, VA 22558

## **JOB DESCRIPTION**

Department: **Administration** Position: **Human Resource and Benefits Coordinator**  
Reports to: **President** Fair Labor Standards Act: **Exempt**  
Term: **Part-time** Hours per week: **25**

### **Position Objective:**

Stratford Hall is seeking a highly personable and organized Human Resource and Benefits Coordinator to facilitate various human resources duties. The position is responsible for directing and coordinating all benefit plans and compliance initiatives. This individual acts under the authority and responsibility delegated by the organization's President.

### **General Statement of Duties:**

- Annual enrollment in employee benefit plans (life, health, disability, etc.).
- COBRA administration and Affordable Care Act (ACA) compliance.
- Administration of 403(b) plan, including required annual filings in compliance with the Department of Labor, PBGC, and IRS.
- Maintenance of job descriptions; personnel, retention, and conflict of interest policies.
- New hire and termination processing.
- Administration of workers compensation policy.

### **Education and Qualifications:**

- Bachelor's degree required, in addition to 5+ years of human resources experience.
- Working knowledge of employment-related laws and regulations.

### **Skills and Specifications:**

- Must be able to work with a high level of accuracy and adhere to set deadlines.
- Ability to handle multiple tasks simultaneously.
- Effective written and verbal communication skills.
- Exceptional interpersonal skills.

Version Dated: August 01, 2020
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STRATFORD HALL RESERVES THE RIGHT TO AMEND THIS JOB DESCRIPTION AT ANY TIME.