



Human Resources Coordinator (part-time)

Founded in 1906, the Madeira School is an independent, college preparatory, boarding and day school for girls grades 9-12. Located in McLean, Virginia on a 376-acre wooded campus, Madeira is 12 miles from the center of Washington, DC. Madeira's ambitious academic curriculum emphasizes both content and skills in the context of a college-prep liberal arts education.

The Madeira School is seeking a part-time Human Resources Coordinator (between 15-20 hours per week) to join its business office staff. The successful candidate will support the Director of Human Resources with payroll, benefits, recruitment/onboarding processes and other HR processes.

Core Responsibilities

- Serve as primary assistant and support to the Director of Human Resources.
- Administer regular HR processes and routine tasks required for programs/systems including payroll, benefits, leave, onboarding, background checks, workers compensation and OSHA.
- Complete compliance processes and filings (ex. EEO-1, Medicare Part D, FMLA) and workers compensation audit.
- Serve as liaison to employees: answering benefit questions, correcting processing and self-service errors.
- Work with vendors and insurance brokers to correct errors and answer questions.
- Assist in the recruitment process to include scheduling and conducting screening interviews, posting advertisements and other processes.
- Assist with filing, record management and database upkeep.
- Additional support for the business office team as needed.

Requirements

- Bachelor's degree required. Experience or training in Human Resources or industry-related area/experience preferred.
- 1-2 years of related experience preferred.
- Excellent verbal and written communication skills.
- Excellent organizational skills and attention to detail.
- Ability to handle sensitive and confidential matters with appropriate discretion
- Strong computer skills, including familiarity with databases, Microsoft Office Suite or related software.
- Willingness to work on multiple projects and continue to learn.
- Appreciation of and commitment to boarding and/or single sex education, diversity and to serving the needs of a diverse population.
- Ability to work independently and in a team setting.

To apply, please send your resume and cover letter to hr@madeira.org. Please include your name in the file name of any documents submitted.