



Job Description

Job Title	Benefit & HR Coordinator
Reports to	<i>Director of People & Culture</i>
Status	<i>Part-Time, non-exempt</i>
Pay range	<i>\$15 - \$20 per hour</i>

Who we are:

At College Bound we believe in the power of a college degree as a way for our students to live lives of choice and opportunity. We exist to disrupt a reality in which only 9-14% of low-income students obtain baccalaureate degrees. By 2026, College Bound will be a national leader for baccalaureate completion rates with manageable student debt. Will you join us?

Our History: College Bound was founded in 2006 by Lisa Zarin, the daughter of a single mom and school teacher who taught and lived in Newark, New Jersey's riskiest neighborhoods—neighborhoods where students seldom graduated from high school, much less went onto college. But Lisa's mother emphasized the importance of education and the message stuck. Many years later when Lisa's own son was applying to college, she experienced the college admissions process through the eyes of her child and thought, "if this is hard for us, this has to be hard for others." Lisa recruited her good friends Debbie Greenberg and Ericka Zoll and College Bound was born.

Our Promise to Our Students: We commit to our students every step of the way. Biweekly classes led by experienced educators include college knowledge, financial literacy, math, critical thinking skills, and intensive ACT prep. Additionally, we offer career readiness programming, college visits, college counseling, FAFSA assistance, scholarship identification, and college selection guidance. Collegians receive intensive, 1:1 advising. Within a decade, we have grown from an inaugural class of 36 students to over 500—plus 315 alumni and growing! Through our individualized, holistic, and multi-year approach, we empower our students with the academic and social supports needed to achieve baccalaureate degrees and embark in meaningful careers.

Our Promise to Our Employees: We commit to our employees every step of the way: a welcoming orientation and onboarding, connection and clarity, professional development monies, mentorship opportunities, the ability to give back to the community, inclusion and diversity, work-life balance, flexibility and a culture rooted in a foundation of trust, a focus on achievement, a responsibility to reflect and a spirit of gratitude. You can learn more about our mission by accessing our website at www.collegeboundstl.org.

The role:

Under the guidance of the Director of People & Culture (DPC), the Benefit & HR Coordinator assists employee with benefits enrollment and questions, verifies all insurance billing, help to maintain

employees' files, and ensures compliance with required benefit notices. This position will prepare bi-weekly payroll for Director of People & Culture to approve. The Benefit & HR Coordinator would assist the Director of People & Culture with any special projects and other duties as assigned.

Your responsibilities:

Benefit Administration

- Support administration and communications around various employee benefits programs, such as group health, flexible spending accounts, dental and vision, accident and disability, life insurance and 401K
- Assist HR & Payroll Director in obtaining statistics and information in renewal process of any health, life and retirement plans that benefit the organization
- Prepare and set up meetings designed to help employees obtain information and understand company benefits and other related incentive programs. Ensure distribution of required employee notices
- Maintain employee benefits changes in the payroll system ensuring all appropriate deductions are reflected in the system.
- Provide new hires with an orientation explaining benefits and assisting them with the enrollment process
- Support staffing front desk during classes, orientation, etc., when needed
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HR Administration Support

- Work with Department Managers and AC Coordinator on trainings that would support the organization mission, culture, and growth
- Support DPC in educating employees on and enforcing company policies
- Assist in the full hiring process of employees, including recruitment, reference checks and tracking of new possible candidates
- Assist with targeted marketing efforts in support of College Bound's new student recruitment and enrollment
- Help with new-hire procedures, including organizing employee orientation, creating new employee files, administering employee handbooks, and ensuring all necessary paperwork is properly filled out
- Ensure all employee records are filed correctly and kept confidential
- Work with managers and AmeriCorps Coordinator on trainings that would support the organization's mission, culture, and growth
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HR Payroll Support

- Prepare payroll, ensuring all the information is correct for processing and accuracy
- Update payroll records by entering any changes to employee information or benefits such as job title changes, exemptions, and deductions
- Assist with resolving payroll discrepancies and answering any employee payroll queries
- Assist with removing all terminated employees from payroll system and benefit platforms
- Other duties as assigned

Skills and experience:

- High school diploma and two years of experience in employee benefits administration or related field; current College Bound collegians strongly preferred

- 2 years of college preferred Human Resources or experience benefits administration
- Comfortable communicating with various audiences
- High attention to detail and ability to drive aggressively towards deadlines
- Ability to take initiative and work independently
- Must have (or be eager to develop) strong organizational, time management, and administrative skills

Benefits and working conditions:

- Responsibilities occur at the College Bound office.
- Play a vital role in an organization that is privileged to work with hundreds of intelligent and deserving young people every day
- Gain experience working in a professional and mission-driven environment
- Flexible working environment

How to apply:

Interested candidates please send a cover letter, resume, applicable certifications and licenses, salary requirements, and three references: jobs@collegeboundstl.org with the subject Line: Benefit & HR Coordinator. Some candidates may even be required to do a pre-screening assessment and will be alerted by the hiring manager if this is the case.

College Bound provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics, gender identity, gender expression, or sexual orientation (real or perceived). In addition to federal law requirements, College Bound complies with applicable state and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

College Bound believes in the power of diversity as a starting point in the pursuit of racial, gender, social, and economic justice. We strive to create a culture where every individual is valued. We demand accountability and action from all individuals to serve with an open mind and from a place of compassion, love and humility. As an organization and as a community, College Bound commits to active listening and collaboration between students, families, alumni and staff to grow in understanding of how diversity and equity shape our work.