

COLCHESTER, VT /
HUMAN RESOURCES – MANAGEMENT /
FULL TIME/ HYBRID

Planned Parenthood of Northern New England (PPNNE) is seeking a full time **Vice President of Human Resources** based out of VT, NH or ME, with proven management experience to support and work to continually improve the HR services we provide to our 200+ staff across VT, NH, & Maine. The VP of HR will participate and partner with the CEO and the Management Team in the development of PPNNE's plans, policies and programs to ensure the fulfillment of PPNNE's strategic goals within a sound business environment. This position will provide oversight over all sectors of Human Resource activities including benefits, payroll, credentialing, employee relations, workforce recruitment, orientation, development, safety, wellness, and risk management.

Characteristic Responsibilities

- Participate and partner with the President/ CEO and the Management Team in the development of PPNNE's plans policies and programs to ensure the fulfillment of PPNNE's strategic goals within a sound business environment
- Oversee all Human Resources activities including benefits, payroll, credentialing, employee relations, workforce recruitment, orientation, development, safety, Wellness, and risk management
- Be a custodian leader and role model for key components of PPNNE culture
- Be a resource for supervisors – assist with assessment of development needs; plan and deliver trainings as needed; coach managers dealing with difficult situations
- Provide direction for managers dealing with employee performance issues to ensure consistent, fair, and timely resolution of problems
- Partner with Health Center operations on issues of workplace safety
- Evaluate trends in workforce, assess the organization staffing needs relative to the strategic goal, and work with the management team to create an overall HR strategy
- Ensure all Human Resources functions comply with current and applicable federal and state regulations (for example: ERISA, FLSA, HIPAA, ADA, COBRA)
- Comfortably represent and discuss the mission and services provided by PPNNE
- Manage risk and HR areas through a variety of strategies, consult legal counsel as needed

- Provide leadership and coordination of the creation of the annual agency payroll budget and prepare reports and analysis through creation and execution of board approved budget
- Ensure PPNNE's benefit package creates employee satisfaction at a sustainable cost for the organization
- Ensure benefits plans are administered correctly and in compliance with all laws
- Act as a plan fiduciary by overseeing the day-to-day operations of the 403B for the exclusive benefit of the Plan Participants and Beneficiaries, and in accordance with the terms of the plan
- Communicate effectively to the employees about the benefits package oversee compensation to ensure all staff salaries are aligned with recruiting and retention goals and internal equity is maintained
- Do market research as needed, create and evaluate salary increase proposals, and maintain job descriptions, exempt / non exempt classifications, and grading system
- Oversee biweekly payrolls, including gross wage calculations, deductions, and tax payments and reporting
- Ensure medical provider credentialing is complete, correct and timely
- Demonstrate flexibility and teamwork; Understand that staffing needs and schedules fluctuate which will require flexible work schedule and/ or additional hours; Be willing to listen and contribute to the department site and agency discussions and decision making; Incorporate customer satisfaction into all aspects of operation
- Participate in HR planning and communication activities, including open enrollment, budgeting, and strategic planning
- Assist with other department initiatives and projects as needed

Qualifications

- Masters degree or bachelors degree plus ten years of progressive HR generalist experience, and substantial experience in performing the full range of supervisory duties and or equivalent combination of education and experience from which comparable knowledge and abilities can be acquired
- Specialized training and employment law, compensation, organizational planning, organizational development, employee retention, safety and training, and Labor Relations preferred
- Understanding of and comfort level with all services provided by PPNNE

- Excellent communication skills and ability to deal effectively with a diverse group of individuals and organization in and outside of PPNNE
- Experience as a manager or supervisor is required
- Ability to use good judgment and sensitive situations
- Strong skills in Microsoft Office suite applications
- Ability to handle confidential and sensitive information appropriately
- SPHR certification preferred
- Nonprofit healthcare experience preferred
- Commitment to customer service and satisfaction
- Commitment to team orientation
- flexibility initiative creative thinking and willingness to learn
- Ability to travel throughout affiliate as needed

Compensation & Benefits:

- The range of pay for this position is \$150,000 to \$175,000/yr, depending on experience. Access to benefits are available such as health, dental, vision, paid time off as well as a retirement fund.

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Interested applicants please submit a cover letter and resume by clicking APPLY on our website <https://jobs.lever.co/ppnne>.

Planned Parenthood of Northern New England welcomes diversity & is an Equal Opportunity Employer

Apply here: <https://jobs.lever.co/ppnne/16b56baa-36bb-474b-8f1f-07eebfe018a6/apply>