

**Virginia Education Association
Vacancy Announcement for the Position of
Human Resources and Events Administrator
Confidential Staff**

Date of Posting: February 4, 2019

Deadline for Applying: February 15, 2019

Reports to: Director, Human and Financial Resources

This is a Confidential Staff position in the VEA Office of Human and Financial Resources reporting to the Director, Human and Financial Resources. This basic requirements of this position for the human resources aspect are to administer the benefit plans, ensure the administrative requirements of the union contracts are met, oversee the recruitment process, and monitor changes in employment laws to ensure compliance. The basic requirements for the events administration aspect are to oversee and perform the necessary administrative functions to ensure the successful implementation and execution of offsite events.

Minimum Qualifications:

Bachelor's degree in Human Resources Management or similar
SHRM credentials desirable

Experience with union contracts desirable

Five years' experience in HR and Benefits Administration

Experience in planning and coordinating meetings and conferences preferred

Ability to negotiate and implement contracts with event vendors

Proficiency in Microsoft Office suite

Core Job Functions:

Human Resources

- Maintain a tracking spreadsheets of administrative requirements in Union contracts.
- Maintain personnel files containing all required documentation, dispose of outdated information per union contracts and VEA Document Retention Policy.
- Maintain FMLA files and send required FMLA paperwork.
- Maintain Employee Handbook and update as required.
- Monitor changes in law which require updates to policies.
- Oversee the recruiting process for vacant positions (job postings, resume reviews, and conducting phone interviews to screen candidates, and required notices of postings and new hires.)
- Oversee onboarding and exit process for new employees and terminations.
- Oversee 401K plans compliance by monitoring plan website notices and completing tasks.

- Oversee annual open enrollment for benefit plans.
- Assist in administration of Pension Plan.
- Prepare correspondence for the Director's signature.
- Explore HR platforms for improvements in HR management.

Events Administration

- Perform site selection for all off-site VEA meetings, conferences, and the VEA convention.
- Coordinate catering services, room and communication equipment requirements.
- Negotiate hotel contracts and venue contracts.
- Maintain relationships with vendors.
- Determine cost estimates and budgets; track spending and adherence to budget, and approve invoices.
- Coordinate housing reservations and housing link for meeting attendees.
- For the VEA convention, coordinate district caucuses with hotels to include catering services and room setup.
- Coordinate event staffing and scheduling for logistical support, and oversee as appropriate.
- Coordinate NEA Convention delegate and successor forms for submission to NEA by deadline.
- Enter and maintain all NEA Convention delegate changes/additions in the I & A Convention system.
- Prepare NEA Convention delegate folders.
- Prepare NEA Convention delegate mailings and/or postings on the web site.
- Coordinate and conduct all staff meetings relating to VEA and NEA Conventions.
- Serve as liaison to the NEA Convention Planning Committee.
- Coordinate special functions during convention (HCR Dinner, GLTBC Dinner, Non-Profit Table).

Salary and Fringe Benefits:

Salary is negotiable depending upon applicant's experience and qualifications. The contract also includes an excellent fringe benefits package.

Application Procedure:

Send a resume along with a cover letter and contact information for three references with telephone numbers to recruiting@veanea.org. The deadline for receipt of applications is close of business on February 15, 2019.

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