



Position Announcement  
**Human Resources and Payroll Coordinator**  
**(Full-Time with Benefits)**

Application Dates:

**May 26, 2022 (open) Until Filled.**

*Resumes will be reviewed on rolling basis until position is filled.*

**About Us:** Since 1981, the Foodbank of Southeastern Virginia and the Eastern Shore, a member of Feeding America™ and the Federation of Virginia Food Banks, has been providing food for hungry people throughout Southeastern Virginia and on the Eastern Shore. In support of our mission, which is “leading the effort to eliminate hunger in our community” - the Foodbank has distributed over 300 million meals throughout our 4,745 square mile service area, which includes the cities of Norfolk, Portsmouth, Chesapeake, Suffolk, Franklin and Virginia Beach as well as the counties of Southampton, Northampton, Sussex, Isle of Wight and Accomack. For up-to-date information on the Foodbank, visit [www.foodbankonline.org](http://www.foodbankonline.org), Facebook, or Twitter.

**Position Overview:** The Human Resources/Payroll coordinator is responsible for recommending, planning, coordinating and directing specific activities that will accurately and efficiently process payroll for the organization while managing administration for the employee benefits program. Will implement and maintain various HR functions such as: File Maintenance Recruiting and Selection, Onboarding, Performance Management, Compensation, Benefits and Regulatory Compliance.

**Work Hours/Shift:** Monday-Friday; work hours vary depending on tasks, meetings, projects, events, etc.; some weekend and evening work required for meetings, special events, and out of town conferences.

**Travel:** Local and regional travel required. Infrequent overnight travel required for training and conferences.

**Educational Achievement:** Minimum: Associate’s Degree in relevant field of study or equivalent combination of education and experience. Preferred: Preferred Bachelor’s degree in relevant field of study.

**Work Experience:** Minimum: 3 years of progressive experience in human resources and payroll administration, benefits administration or general human resources functions. Note: Experience refers to paid and unpaid experience including volunteer work (e.g., professional, philanthropic, religious, spiritual, community, student, social). Must have 2 or more years’ experience with HRIS/Payroll platforms, preferably Payday or Workday.

**Required Skills, Abilities & Certifications/Licenses:**

- Ability to write routine reports and correspondence.
- Ability to effectively present information and respond to questions from employees and vendors.
- Excellent verbal and written communications skills.
- Valid Driver’s License.

**Physical Demands:**

- This job requires that weight be lifted or force be exerted up to 25 pounds when handling donations, documents and files.
- Close vision (clear vision at 20 inches or less) working with documents, computer screens and filing.
- Regularly required to talk or hear when communicating with employees and clients.
- Use hands and fingers to handle or feel.
- Reach with hands and arms.

**Pay:** Starting at \$20 per hour.

To Apply: Submit your resume in person to Patricia Lacy or email resume to [placy@foodbankonline.org](mailto:placy@foodbankonline.org).

The Foodbank of Southeastern Virginia and the Eastern Shore is committed to the full inclusion of all qualified individuals. If a reasonable accommodation is needed to complete the application process, please contact the employer directly at [orfrecruiting@foodbankonline.org](mailto:orfrecruiting@foodbankonline.org).

*The Foodbank of Southeastern Virginia and the Eastern Shore is an Equal Opportunity Employer. The Foodbank encourages applications from qualified persons of every race, ethnicity, national origin, religion, sex, age, veteran status, sexual orientation, and disability.*