



About

NEKCV is a community-driven organization whose mission is to ensure high-speed broadband internet service is available to the most rural and underserved communities in the Northeast Kingdom and the Central Valley. Founded in 2020 as a Communications Union District, we began network construction in 2021. We're a growing company with just over 30 employees, which means there's lots of room for growth and learning. Here at NEKCV, we're committed to creating an inclusive culture where all employees feel welcomed and valued.

SUMMARY

The HR Generalist is responsible for supporting the full range of human resources functions for the organization. This position serves as a trusted resource to employees and managers and helps ensure that HR practices are consistent, legally compliant, equitable, and aligned with the organization's mission and culture.

The HR Generalist will manage day-to-day HR operations, including recruitment, onboarding, employee relations, benefits administration, personnel records, performance management, policy implementation, training, and employment compliance.

This position requires strong organizational skills, sound judgment, confidentiality, and the ability to work effectively with employees at all levels of the organization.

The ideal candidate **Key Responsibilities:**

1. Human Resources Operations:

- Serves as a primary point of contact for employees and managers regarding HR policies, procedures, benefits, and workplace questions.
- Maintains accurate and confidential personnel records and HR files.
- Manages employee lifecycle processes, including hiring, onboarding, job changes, leave, performance management, and separation.
- Develops, updates, and communicates HR policies and procedures.

2. Recruitment & Staffing:

- Coordinates recruitment activities from job description creation through hiring.
- Develops and maintains job descriptions.
- Supports hiring managers with the interview process and selection decisions.
- Owns the onboarding process of new hires.
- Supports workforce planning efforts and organizational growth initiatives.

3. Employee Relations:

- Serves as a confidential resource for employees with workplace questions or concerns.
 - Assists managers with employee relations matters, performance issues, coaching and/or corrective actions.
 - Supports investigations into employee complaints or workplace issues.
 - Promotes a positive, respectful and inclusive workplace culture.
4. **Compliance & Risk Management:**
- Helps ensure compliance with applicable federal and state laws and regulations.
 - Maintains required employment records and notices.
 - Supports compliance with wage and hour, leave, workplace safety, workers' compensation, unemployment, and employment laws.
 - Assists with required reporting and audits.
 - Maintains strict confidentiality of employee and organizational information.
5. **Performance Management & Employee Development:**
- Coordinates annual and ongoing employee review process.
 - Supports professional development and employee training programs.
 - Maintains training records and required certifications.
 - Helps to identify opportunities for employee development, retention and career development.
6. **Workplace Safety:**
- Serve on the safety committee.
 - Coordinate employee injury and incident reporting.
 - Owns the workers compensation process.
 - Helps ensure workplace safety documentation and policies are maintained.

Qualifications (Required)

- Bachelor's degree in Human Resources, Business Administration, or a related field, **or equivalent professional experience**.
- 3–5 years of progressive HR experience, preferably in a small or mid-sized organization.
- Working knowledge of federal and Vermont employment practices and requirements.
- Experience with recruitment, onboarding, employee relations, benefits, and HR administration.
- Strong written and verbal communication skills.
- Excellent organizational and time-management skills.
- Ability to maintain strict confidentiality.

Preferred Qualifications:

- SHRM-CP, SHRM-SCP, PHR, or SPHR certification.
- Experience working in a growing organization.
- Experience in telecommunications, utilities, construction, nonprofit, or community-based organizations.
- Experience with Smartsheets

LOCATION, HOURS, AND COMPENSATION

Working Environment and Benefits

- NEKCV has offices in Danville and Brighton. Work is hybrid with some work in person and some work remote and requires sufficient internet access to support Zoom and Teams meetings.
- The position is full-time.
- Benefits are competitive, including 100% health insurance for the employee and up to 75% for the family; 30 days of combined time off; dental, vision, short and long-term disability, life insurance, and up to 3% retirement match.
- Salary range is \$70,000 to \$80,000 annually, dependent on experience.

TO APPLY

Send a resume and cover letter to careers@nekv.org