



**Position:** Benefits and HR Coordinator

**Organization:** After-School All-Stars

**Location:** Los Angeles, CA, Remote

**Report to:** Sr. Director of HR

**ORGANIZATIONAL BACKGROUND:** Founded in 1992, After-School All-Stars provides free, daily afterschool programs to over 90,000 youth in over 725 schools and sites in 19 chapters across the U.S. Our vision is for our All Stars to be safe and healthy, to graduate high school and go on to college, to find a career they love, and to give back to their communities.

**A UNIQUE OPPORTUNITY:** ASAS seeks a Benefits and HR Coordinator for a dynamic HR team. The Benefits and HR Coordinator will support various areas of benefits as well as serve as an HR Coordinator. The Benefits Coordinator will be a motivator, employee champion and change agent, while providing expertise in human resources. ASAS is a fast growing National organization and the HR team works with National and Chapters across the country. ASAS employs 118 FT employees and 300 to 600 PT employees throughout the year.

## RESPONSIBILITIES

### Benefits Administration:

- Responsible for assisting with the administration of all benefits and retirement programs, including medical, dental, vision, life insurance, short- and long-term disability, and 403(b) plan.
- Ensures the accuracy of all benefits enrollments in Paylocity to provide vendors with accurate eligibility information.
- Assists with the open enrollment process.
- Provides necessary reports for allocation/billing charges.
- Ensure Benefits email request are responded to in a timely manner.

**Onboarding:** Perform onboarding benefits meetings for FT new hires.

- Performs quality checks of benefits-related data.
- Assists employees regarding benefits claim issues and plan changes.
- Distributes all benefits enrollment materials.

### ASAS Benefits Staff Support:

- Enrolls employees with carriers and process life status changes.
- Responds to benefits inquiries from managers and employees on plan provisions, benefits enrollments, status changes and other general inquiries.
- Processes and administers all leave-of-absence requests and disability paperwork: medical, personal, disability and FMLA.
- Effectively interprets FMLA and ADA implications as they relate to leaves of absences/disabilities.
- Responds to 403(b) inquiries from managers and employees relating to enrollments, plan changes and contribution amounts. Manages the annual catch-up contribution enrollment.



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### **HR Coordination:**

- Serve as a coordinator for the HR team.
- Work closely with HR staff on compiling weekly HR announcement.
- Ensure HR email requests are responded to in a timely manner.
- Support Sr. HR Director AMEX reconciliation and department budget.
- Work closely with HR team on yearly retreat.
- Other duties as assigned.

**WHO SHOULD APPLY?** The Benefits and HR Coordinator will embody ASAS's core values: entrepreneurial, collaborative, transparent, accountable, and proactive.

- 2-4 year in In an HR role where benefits was part of the duties
- Bachelor's degree in a related field highly preferred. PHR, SHRM-CP or other related certification
- a plus.
- Experience in a non-profit a plus, with similar size.
- Highly organized with strong time management skills.
- Experience working with and implementing Benefits such as open enrollment
- Exceptional communication skills (written and verbal)
- Highly proficient in MS Office software (Outlook, Word, Excel and PowerPoint)
- Most importantly, highly motivated and a team player!
- Experience with HR platform a plus, ASAS uses Paylocity.

**LOCATION:** The Benefits and HR Coordinator will reside in Los Angeles metropolitan areas. The Benefits and HR Coordinator will work remotely, however, this may change with plenty of notice and in city of residence. They should be available to attend meetings and events as needed, approximately twice yearly.

**SALARY AND BENEFITS:** The salary for this position is between \$65,000- \$75,000, commensurate with qualifications and experience of the individual candidate. ASAS promotes a healthy work/life blend and offers a top tier benefits package, including covering 99% medical, dental, vision, a 403b match, 18 days of paid time off, and 25 paid organizational holidays (including one week at Thanksgiving and two weeks at each calendar year- end).

### **HOW TO APPLY:**

Please submit a resume and cover letter via e-mail to: [asasjobs@afterschoolallstars.org](mailto:asasjobs@afterschoolallstars.org). Your cover letter should be in PDF format and indicate how your experience is in direct alignment with the mission and vision of After-School All-Stars. Please put "Benefits and HR Coordinator" and your last name in the subject heading. Review of resumes will be on a rolling basis until position is filled.