

Human Resources Specialist

The National Park Foundation seeks an energetic, team-oriented individual with a passion for and experience in benefits administration, employee relations, retention and engagement, performance management and talent development. As part of this role, the HR Specialist will provide administrative and operational support to the Human Resource team and develop collaborative relationships with NPF leadership and staff. The HR Specialist manages the HR Information System (ADP). The HR Specialist will be responsible for the daily administration of the organization's health benefit programs and coordinate performance management, staff engagement and development programs and processes. This role will collaborate with insurance carriers and other outside vendors to ensure all benefits administration practices are in compliance with NPF policies. This full-time position is based in Washington, D.C.

WORKING AT NPF

The National Park Foundation, in partnership with the National Park Service, enriches America's national parks and programs through private support, safeguarding our heritage and inspiring generations of national park enthusiasts.

For more than 100 years, citizen involvement and private philanthropy have helped to improve, preserve, and protect America's national parks. Since it was established by Congress in 1967, NPF has sustained this legacy of private philanthropy. We are a small organization with a big mandate. Learn more about us at www.nationalparks.org.

You will be joining this growing organization at an exciting, pivotal moment in the more than 50-year history of the National Park Foundation and the more than 100-year history of the National Park Service.

RESPONSIBILITIES AND DUTIES

The Human Resources Specialist will:

- Facilitate benefits administration and record management including vendor service delivery and quality control;
- Serve as the subject matter expert on all health/welfare and retirement benefits plans to employees and prospective candidates;
- Review and reconcile monthly benefit billing statements prior to payment;
- Provide benefit orientation during open enrollment and new hire onboarding;
- Implement Annual Open Enrollment through self-service ADP portal, coordinate annual OE benefit fair with brokers and vendors;
- Coordinate monthly wellness seminar scheduling and facilitate quarterly wellness committee meetings;
- Resolve employees' ADP-related enrollment/change issues, monitor/audit COBRA administration;
- Assist in offboarding services including COBRA guidance and insurance portability issues;
- Coordinate performance management reviews in ADP system and provide training to staff and managers;
- Maintain benefits-related content on the company's intranet – SharePoint;
- Provide utilization reports from HRIS as requested;

- Provide regular updates, relevant metrics, and problem-solving suggestions to the HR Director;
- Ensure compliance with all federal, state and local employment laws and completes required reporting in a timely fashion;
- Manage staff recognition and engagement programs and processes;
- Research market trends and provide feedback to sustain competitive benefit programs.

ESSENTIAL EXPERIENCE, SKILLS, AND COMPETENCIES

The ideal candidate should have the following:

- 5+ years of proven human resources experience as part of a human resources team and Finance and Administration department with a focus on benefits administration, performance management and staff development;
- Must have proficiency in HRIS systems – preferably with ADP Workforce Now
- Excellent written and oral communications skills and ability to facilitate group presentations and meetings;
- Ability to read and interpret operating budgets;
- Must exhibit dependability, with timely response to management requests, and a commitment to continuous performance improvement;
- Experience with electronic benefit enrollment system, preferably ADP Workforce Now;
- Ability to prioritize workload, manage deadlines, and multi-task in fast paced environment;
- Advanced knowledge of MS Office - Outlook, Excel, SharePoint and Word;
- Ability to research and resolve complex HR-related issues pertaining to health and welfare programs;
- Must be very organized and detail oriented with an ability to apply critical thinking in resolving issues;
- Ability to interact with all levels of staff in a professional manner;
- Ability to work effectively independently as well as cooperatively with a team;
- Knowledge of federal and District of Columbia employment and labor laws and EEO compliance;
- College degree preferred. Equivalent combination of education and experience considered.
- Industry certification desired i.e. – PHR, SHRM-CP, CEBS

TO APPLY

If you know you are the perfect candidate for this position, we want to hear from you. Please submit your application through the National Parks Foundation ADP portal found [here](#). If you experience technical difficulties during the process, you may submit the materials listed below by emailing them to resumes@nationalparks.org and indicating “Human Resources Specialist” in the subject line of the e-mail.

*National Park Foundation is an Equal Opportunity Employer that welcomes diversity in our organization.
Candidates of all backgrounds are encouraged to apply.*