



STATE OF VERMONT
LEGISLATIVE OFFICE OF HUMAN RESOURCES

HUMAN RESOURCES ASSOCIATE

The Legislative Office of Human Resources is seeking to hire a full-time Human Resources Associate. Do you love working with people? Do you enjoy making a positive impact on others? Do you want to be part of a collaborative team? This position offers the opportunity to fulfill each of these, while working for the Vermont Legislature, with a view of the State House from your office window!

We offer meaningful work, a variety of programs focusing on wellness and community, and family-friendly benefits, including pension and retirement plans, medical, dental and vision coverage, and paid time off. Minimum starting salary of \$48,850, with potential for an initial offer adjustment based on applicable qualifications and experience.

As strategic partners with the Vermont General Assembly staff and legislators, it is the mission of the Legislative Office of Human Resources to seek and provide solutions to optimize and sustain workplace matters. We provide nonpartisan, confidential services that promote a positive work environment, characterized by fair treatment, open communications, personal accountability, trust, and mutual respect.

The HR Associate is a motivated, professional team player who brings new ideas to the table and enjoys applying their skills and experiences to their role every day. The Associate understands the importance of customer service, is passionate about problem solving, and likes to independently work on special projects. The Associate plays a key role in performing critical functions necessary to the success of the Human Resources office, such as, recruiting, administrative duties, assisting with training logistics, onboarding, generating reports, and other HR functions.

Work Schedule:

Our typical workweek is Monday-Friday from 8:00am-4:30pm at our historic offices in Montpelier, VT. This full-time, benefits-eligible, position is initially being solicited for a three-year period.

Job Requirements:

The HR Associate should understand and be enthusiastic about the importance of human resources! To be considered for the position, you should have an associate degree with a minimum of 3 years of experience in a related, professional, business environment and experience working in the field of human resources.

How To Apply:

If you are a dedicated and organized team player who takes initiative, embraces opportunities to learn and wants to work in an impactful environment, we are eager to hear from you! To apply, please submit a resume and a cover letter explaining your interest and qualifications by e-mail to: HRApplications@leg.state.vt.us. Please put your name and "HR application" in the subject field of the e-mail.