



HUMAN RESOURCES (HR) COORDINATOR

Dovetail Cultural Resource Group (Dovetail) is a woman-owned cultural resource management firm headquartered in Fredericksburg, Virginia, with an office in Wilmington, Delaware, serving the greater Mid-Atlantic region. We strive to foster an atmosphere of thorough communication and diligent research, empowering staff relationships with each other, our clients, and our preservation partners to best assist our clients in navigating the cultural resource compliance process and achieving their preservation goals.

Dovetail is seeking applicants for a full-time Human Resources Coordinator in our Fredericksburg, Virginia office, though part-time may be considered for the right candidate. The role of the HR Coordinator is to facilitate key HR functions and programs, including administering benefits programs and Dovetail's safety program, maintaining personnel records, assisting with recruitment and onboarding efforts, ensuring legal compliance with HR-related federal and state regulations, and providing direct support to supervisors and upper management in HR-related matters. The salary range for the full-time position is \$45,000–\$65,000; benefits include paid vacation, sick leave, and holidays; group medical and dental insurance; 401k plan with matching; and an annual professional development stipend, among others.

Job responsibilities include, but are not limited to:

- Administering benefits programs, such as medical, dental, and worker's compensation insurance; 401k program; professional development stipend; and paid leave programs, among others, as well as researching and recommending additional benefits or changes to existing benefits as appropriate
- Overseeing Dovetail's safety program, including chairing the Safety Committee, spreading awareness of safety risks and precautions, enforcing safety policies and processes, and organizing safety training
- Supporting recruitment and onboarding efforts, including posting job ads, supporting hiring teams in interview scheduling and preparation, writing offer letters, administering hiring paperwork, and scheduling training as appropriate
- Maintaining personnel files and related records, ensuring employment requirements are met
- Supporting supervisors by providing insight and approaches for managing performance issues
- Taking a lead role in employee morale endeavors, such as event planning
- Responding to internal and external HR-related inquiries or requests, and providing assistance as needed
- Helping upper management with company business certifications, as assigned

Minimum qualifications and critical competencies:

- Bachelor's degree in Human Resources or related field OR equivalent training and experience
- At least two years of experience in a similar role
- Society for Human Resource Management Certified Professional (SHRM-CP) preferred
- Excellent interpersonal and customer service skills, and the ability to see multiple points of view
- Knowledge of human resources processes and best practices
- Working knowledge of employment law and compliance
- Excellent written and oral communication skills, including accuracy, effectiveness, and timeliness
- Ability to handle data with confidentiality
- Demonstrated ability to prioritize tasks, maintain an organized approach to work, and exhibit extraordinary attention to detail
- Ability to spend workdays at a desk using a computer

Please submit a cover letter, curriculum vitae/resume, salary requirements, and three references to Nicki Sauvageau Combs at ncombs@dovetailcrg.com. Any questions may be directed to Ms. Combs by email or at (540) 899-9170.

Dovetail is an Equal Opportunity Employer.