Women's Business Development Council

HR Coordinator

Overview

The Women's Business Development Council (WBDC) is seeking a driven and passionate part-time HR Coordinator to The HR Coordinator provides administrative and coordination support to the Chief Financial & People Officer. This role supports internal HR operations while assisting with the coordination of outsourced HR and payroll activities, ensuring timely information flow, data accuracy, and compliance support. This position is administrative in nature and does not provide legal advice or independent HR decision-making.

This part time role would work up to 24 hours a week. At least one day/week will be worked from our offices in Stamford, Hartford or Waterbury, and the remaining days can be done remotely. Travel around the state and to our offices (Stamford, Hartford, Waterbury and New London) may be required. The salary range for the role is $22-$27 hour, commensurate with experience.

Duties and Responsibilities

Internal HR Support

- Support day-to-day HR administrative operations under direction of the Chief Financial & People Officer
- Coordinate onboarding and offboarding processes, including documentation and system setup
- Maintain employee personnel files and HRIS records
- Assist with benefits administration support and employee inquiries
- Assist with HR communications and internal reporting
- Schedule HR meetings and maintain calendars and task tracking for the Chief Financial & People Officer
- Coordinate exchange of employee data, payroll changes, and benefits information
- Assist with onboarding/offboarding submissions
- Prepare payroll in conjunction with HRCG
- Support audits, reconciliations, and data validation as requested
- Escalate discrepancies or complex issues to the Chief Financial & People Officer

Compliance & Confidentiality

- Ensure timely and accurate completion of HR documentation
- Maintain strict confidentiality of employee and client information
- Support compliance tracking under direction of the Chief Financial & People Officer (e.g., policy acknowledgments, required forms)
- Follow internal controls related to onboarding, offboarding, payroll, benefits, and data security

Qualifications

- 2–4 years of HR administrative or coordinator experience preferred
- Familiarity with HRIS and payroll systems (e.g., iSolved, ADP, Paychex, UKG, etc.)
- Strong organizational, follow-up, and documentation skills
- Ability to manage multiple stakeholders and deadlines

- Proficient in Microsoft Office and collaboration tools (Teams, SharePoint, etc.)
- High attention to detail and accuracy
- Professional discretion and confidentiality
- Strong written and verbal communication
- Ability to prioritize and work independently
- Service-oriented and responsive
- Ability to interact professionally with individual at all levels of the organization

About Us

Headquartered in Stamford with regional offices in Hartford, Waterbury and New London, the Women's Business Development Council (WBDC) is a nationally recognized nonprofit organization driving economic equity for women across Connecticut. For nearly 30 years, WBDC has empowered women entrepreneurs through training, advising, access to capital, and advocacy—serving more than 22,000 women and helping to launch or grow more than 16,500 businesses. With statewide locations and deep partnerships across the corporate, philanthropic, and government sectors, WBDC is an influential force for women's economic advancement. Visit ctwbdc.org for more information.

WBDC offers a competitive benefit package including health, dental, vision, and life insurance, a retirement plan, paid time off, and holidays, in a supportive working environment.

How We Operate

We are a team of 40 talented individuals who collectively deliver outstanding results through a high level of passion and commitment.

Please apply if you:

- Possess an *Entrepreneurial Mindset* – creative, motivated, enthusiastic, and energetic
- Seek to inspire and empower those around you, whether they are clients or colleagues
- Thrive in a fast-paced environment, and are comfortable with change
- Take initiative, and are willing to go above and beyond to achieve results
- Are highly detailed, and demonstrate a sense of urgency in setting and meeting deadlines
- Can work independently, and see the big picture while working in the day-to-day
- Prosper in a culture of teamwork and growth, and value collaboration
- Are passionate about supporting women entrepreneurs and small business owners

How to Apply

Interested candidates should email their cover letter, and resume to resumes@ctwbdc.org. Please list HR Coordinator in the e-mail subject line. No phone inquiries.

Disclaimer

The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position.

WBDC, Inc. Equal Employment Opportunity Statement

WBDC is committed to creating a diverse environment and is proud to be an equal opportunity employer. We welcome qualified applicants to receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.