

JOB ANNOUNCEMENT

HR & Payroll Coordinator

(Compliance & Benefits Focus / 30 hrs/week)

The International Center for Not-for-Profit Law ([ICNL](http://www.icnl.org)) is seeking a **Human Resources & Payroll Coordinator** to support our team of approximately 30 staff. The HR & Payroll Coordinator will serve as a key member of ICNL's Operations and Finance team, with responsibilities focused on payroll processing, benefits administration and HR compliance. We are looking for someone who is well organized, detail-oriented and would excel in supporting our dedicated staff team. This is a part-time (30 hours/week), hybrid position, with at least 3 days per week in our Washington, DC office.

THE HR AND PAYROLL COORDINATOR'S MAIN DUTIES INCLUDE:

- Process and manage payroll in coordination with our payroll provider.
- Monitor and ensure compliance with DC and federal employment laws, including required notices and filings.
- Maintain accurate and compliant personnel records and HR documentation.
- Administer employee benefits programs (health, dental, disability, life, FSA).
- Coordinate open enrollment and liaise with insurance brokers and vendors.
- Reconcile benefits data with payroll and finance records.
- Support employees with questions related to payroll, benefits, and leave.
- Assist with onboarding, offboarding, and HR administrative processes.
- Help maintain compliance with internal policies (e.g., leave, conflict of interest).
- Assist in Office Management and general administrative duties as needed.
- Other duties as assigned.

REQUIRED QUALIFICATIONS AND SKILLS:

- 3+ years of experience in HR, with a strong focus on payroll and/or benefits administration.
- Experience processing payroll and working with payroll systems/providers.
- Familiarity with federal and DC employment law and compliance requirements.

- Experience working with insurance brokers and benefits providers.
- Strong attention to detail and excellent organizational skills.
- Ability to handle confidential information with discretion.
- Strong communication skills and a collaborative mindset.
- Proficiency with Microsoft Office (especially Excel and Outlook).
- Legal authorization to work in the United States.

PREFERRED QUALIFICATIONS AND SKILLS:

- Experience working in a nonprofit or small organization (under 50 employees) is an advantage.
- Familiarity with retirement plans (e.g., 403(b)) and compliance requirements is an advantage.

The projected salary range for this position is \$48,750 - \$55,550 (based on a full-time salary of \$65,000 - \$74,000.) It is not typical for offers to be made at or near the top of the range. Salary offers are based on a wide range of factors including relevant skills, training, experience, and education. This position is eligible for ICNL's health insurance and other benefits.

Applications will be considered on a rolling basis until **July 15th, 2026**. Please send a cover letter and a CV to jobs@icnl.org. The subject line should state "HR & Payroll Coordinator". Please include where you saw the job posted. Only finalists will be contacted. No phone calls or emails to ICNL staff please. ICNL is an equal opportunity employer.