



Benefits & Procurement Manager

North Carolina Community Schools Coalition, Inc.

The NC Community School Coalition, Inc. (NCCSC) is a nonprofit organization guiding the statewide implementation of the NC Community Schools Framework to improve the academic, mental, and physical health of North Carolina students. NCCSC currently supports 52 public schools across 27 Local Education Agencies (LEAs) in becoming hubs of community pride and resources. We partner with districts, schools, and communities to implement, evaluate, scale, and sustain this work.

Location: Durham, North Carolina (In-person with flexible working hours as needed)

This is a full-time position with an ideal start date of **November 1st, 2026**.

- Please submit a resume and cover letter to hiring@nccscoalition.org with the subject line: "Benefits and Procurement Manager: Your name" by **Thursday September 10th**

Position Overview:

The Benefits and Procurement Manager plays a critical role in supporting NCCSC's organizational operations by managing employee benefits administration, coordinating hiring and onboarding processes, overseeing payroll-related benefits administration, and leading organizational procurement activities. This position serves as a key resource for staff throughout the employee lifecycle, ensuring a positive onboarding experience, accurate benefits administration, and efficient operational support. Working closely with the Director of Finance and Human Resources, the Benefits and Procurement Manager helps strengthen organizational systems and ensures that internal processes are effective, compliant, and responsive to staff needs.

Key Responsibilities:

Benefits Administration & Payroll Support

- Lead the annual open enrollment process, including communicating with staff, collecting enrollment information, and coordinating benefit updates.
- Manage ongoing benefits administration throughout the year, including reviewing and processing benefit changes outside of open enrollment.
- Generate and provide updated benefits information for bi-weekly payroll processing.
- Compile contractor payment information for payroll processing.
- Collect, maintain, and track required employment and tax documentation, including W-4s, W-9s, and related forms.
- Receive, process, and track employee wellness reimbursement requests.
- Maintain relationships with benefits providers and serve as the primary point of contact for benefits administration.
- Monitor benefits-related developments and communicate significant updates or issues to the Director of Finance and Human Resources.

Recruitment & Human Resources

- Develop and update job descriptions in collaboration with hiring managers.
- Post employment opportunities to appropriate job boards and recruitment platforms.
- Manage the organization's hiring email account and respond to applicant inquiries.
- Coordinate interview scheduling and logistics.
- Maintain applicant tracking systems, hiring folders, and recruitment documentation.
- Prepare offer letters for Director approval.
- Initiate background checks and coordinate pre-employment requirements.
- Submit onboarding requests for technology and systems access.
- Coordinate new employee onboarding, including benefits enrollment, employee handbook orientation, and distribution of required employment materials.
- Coordinate new employee logistics, including ordering office keys, business cards, and name badges as needed.
- Track completion of required employee training and maintain related records.
- Respond to employee questions regarding organizational policies, procedures, and the employee handbook.

- Partner with the Director of Finance and Human Resources to maintain and update the employee handbook and support consistent implementation of organizational policies.

Procurement & Operational Support

- Manage purchasing of NCCSC staff and office supplies.
- Draft contractor and consultant agreements for review and approval by the Director of Finance and Human Resources .
- Maintain purchasing records and support operational efficiency through effective procurement processes.

Financial Operations & Reimbursements

- Cross-train with the Finance Manager to provide backup support for processing community school expense requests.
- Maintain employee reimbursement forms and related documentation.
- Communicate reimbursement policies and procedures to staff, including reminders prior to the NCCSC Summit and other major travel or organizational events.
- Support timely processing of employee reimbursement requests by ensuring staff have current forms and guidance.

Compensation

Salary: \$85,000 annual salary and comprehensive benefits package and professional development opportunities.