

Evergreen Credit Union is hiring a Vice President of Human Resources & Culture at its Portland location.

The Role:

Evergreen CU is one of Maine's largest credit unions with the need for an experienced VP, Human Resources and Culture with a focus on providing world class service. We are looking for the right individual to join our dynamic organization. Voted one of Maine's Best Places to Work nine years in a row, Evergreen provides employees with an opportunity to be part of our award-winning team.

The Vice President (VP) of Human Resources & Culture (HR) is responsible for setting, enforcing, and evaluating legally compliant human resources policies, procedures, and best practices, and identifying and implementing long-range strategic talent management goals. The VP of HR is responsible for the smooth operation of the credit union's human resources department. They provide consultation to management on staffing plans, like compensation, benefits, budget, and labor relations etc.

The expectation for the VP of HR is to set the culture and tone for the organization and be visible to all staff in all locations, frequently visiting, bringing treats and interacting with all. Other additional expectations are to attend important family events such as funerals, send flowers or another applicable gift to acknowledge weddings, births, graduations and employee milestones/accomplishments.

If you are comfortable presenting your approach to Senior Management and working with them to execute, create, and maintain Evergreen's mission statement, Evergreen is the place for you.

The ideal candidate will possess:

- Experience: Minimum of ten years HR generalist experience, with a minimum of 5 years direct HR department management experience. Credit Union experience and SHRM are a plus.
- Responsible for recruitment and hiring for all positions. May be involved with recruiters for higher level positions.
- Conducts all new employee HR onboarding and exit interviews with employees leaving. Advises employees in the interpretation and application of human resources policies and procedures.
- Delivers recognition to staff for their hard work and dedication.
- Manage all employee benefits, work hand in hand with benefits broker, reviewing quotes, making recommendations, and coordinating open enrollment to ensure all employees have the opportunity to make changes prior to January 1st.
- Follow-up with vendors on behalf of the credit union or employees for additional information.
- Discontinues benefits when necessary.
- Coaches and counsels' managers and supervisors regarding appropriate personnel actions, recommending solutions and alternative courses of action.
- Counsels employees on performance issues through one-on-one sessions whether an employee, supervisor, or HR requested. Discussions may be personal or job related. The VP of HR & Culture's position is that of a listener, in most cases.
- Functions as a liaison with employment attorney regarding employee-related legal matters.
- Prepares, coordinates, and delivers disciplinary information to employees to include but not limited to verbal or written warnings, performance improvement plans and termination.
- Responsible for completion of an annual employee survey, is the cheerleader to staff regarding the survey and sending reminders.

- Must be proactive, positive, self-reliant, and results oriented.
- Participate in various internal and external committees i.e. FUN Committee, HR Committee, League committees.
- Creates job descriptions for new positions and revises existing descriptions, as needed with management support and with each new job posting.
- Ensures that the President/CEO is kept informed regarding vital human resource matters.
- Advises the CEO of any working conditions perceived as currently or potentially unsafe to the employees.
- Exemplifies the desired culture and philosophies of the credit union.
- Comply with all applicable laws, regulations, policies, and procedures. Adhere to all security procedures and regulatory guidelines for the Bank Secrecy Act, OFAC, and USA Patriot Act/Customer Identification Act (CIP).

This position reports to the President/CEO. Resumes may be sent to Cathy Lestage, Senior Vice President of Human Resources @ clestage@egcu.org.

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