



Position Title: HR & Business Coordinator
Employment: Contractor – 1099 (6 month minimum)
Location: Remote
Position: Part-time (5-20 hours/week)
Days/Hours: Flexible: Minimum 3 days

www.valleyconsultingpartners.com

Job Overview

The HR & Operations Coordinator plays a key role in supporting both clients and internal business operations for a growing HR consulting practice. This position is responsible for assisting with the development of HR deliverables, coordinating client engagements, managing administrative workflows, and supporting marketing initiatives.

The role involves drafting and preparing core HR materials such as employee handbooks, job descriptions, and compensation analyses, while also serving as a central coordinator for client communication, scheduling, and project execution. In addition, this individual will lead the development of monthly newsletters and contribute to thought leadership content, helping to strengthen the firm's brand and visibility.

This position is a 1099 Contractor role.

Who We Are

We're a boutique HR consulting firm that partners with wealth management firms and advisory businesses to build strong, people-focused organizations. We know that managing human capital can be one of the most challenging parts of running a business, so we provide practical, hands-on HR support tailored to each client's needs; from hiring and onboarding to compensation, performance management, and organizational design.

Our approach is collaborative, responsive, and grounded in real-world experience. We're not just consultants, we're true partners who help clients align their people, processes, and culture to support growth.

Key Responsibilities

- Support development of HR client deliverables, including drafting employee handbooks, job descriptions, and other core HR documentation for review.
- Conduct compensation research and assist in preparing benchmarking analyses and compensation assessments.
- Assist with creation of organizational charts, workforce planning documents, and change management materials.
- Coordinate client-facing activities including scheduling HR workshops, meetings, and consultations; prepare agendas, presentation materials, and complete follow-up actions.
- Lead the coordination and development of monthly newsletters (for two audiences), including drafting content, managing timelines, and ensuring delivery ahead of schedule.
- Research state and/or federal employment law as needed
- Manage and maintain accurate records in HoneyBook (CRM), including client details, project status, contracts, and communications.
- Draft and send client agreements, statements of work (SOWs), and onboarding documentation; track execution and ensure completion.

- Monitor and support client communications, including drafting follow-up emails and ensuring timely responses to prospective and active clients.
- Track billable hours and assist with monthly invoicing
- Draft LinkedIn content and support thought leadership initiatives aligned with the company's brand and messaging.
- Support creation of presentations, reports, and client-facing materials using Microsoft Office tools.
- Other duties as assigned.

Qualifications

- Minimum of 3 years of HR generalist experience in wealth management
- Strong attention to detail, communication, problem-solving, and analytical skills
- Ability to multi-task under pressure, work independently, and work in a team environment
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and other office tools.
- Provide a high level of customer service.
- Analyzing to be able to research account information.
- Organize, manage, and track multiple detailed tasks and assignments with frequently changing priorities and deadlines in a fast-paced work environment.
- Handle stressful situations and provide a high level of customer service in a calm and professional manner.
- Use appropriate interpersonal styles and communicate effectively, both orally and in writing, with all organizational levels.