
Position Details

Title: Part-Time Human Resources Coordinator

Location: Fairfield or Milford, CT

Employment Type: Part-Time

Expected Hours: 20-25 hours per week (flexible schedule)

Pay: \$22–\$30 per hour, based on experience

About Us

At Coastal Connecticut Counseling, we believe mental health care should feel human, not corporate. As a clinician-owned practice, we're built on the values of compassion, connection, and community—and we work every day to live those values inside and outside our walls. We provide high-quality therapy and psychiatric services across the lifespan, while making care accessible through insurance partnerships and financial assistance, because we believe mental health support should never be a luxury.

At Coastal, you're not just another employee—you're part of a team that supports one another, invests in your growth, and celebrates your impact. We foster a collaborative environment where your ideas are heard, your development is prioritized, and your work genuinely makes a difference in the lives of our clients and our community.

If you're looking for a place where you can grow your career, build real connections, and be part of something meaningful, we'd love to hear from you.

Position Summary

We're looking for a detail-oriented and compassionate Part-Time HR Coordinator to join our growing team. In this role, you'll provide essential support across HR functions—helping with onboarding, benefits, compliance, employee communications, and maintaining organized, confidential records. You'll work closely with leadership to help create a workplace that feels supportive, organized, and true to our Coastal values.

This is a great opportunity for someone who enjoys making systems run smoothly behind the scenes, cares deeply about people, and wants to be part of a mission-driven, collaborative practice.

Key Responsibilities

- Coordinate onboarding and offboarding processes with care and professionalism.

- Maintain and organize employee records in compliance with state and federal regulations.
 - Assist with benefits enrollment, updates, and employee questions.
 - Help schedule and track performance evaluations, licensure renewals, and compliance trainings.
 - Support communication efforts across the practice, including announcements, reminders, and policy updates.
 - Assist with posting jobs, scheduling interviews, and supporting the hiring process.
 - Provide administrative support for employee engagement and appreciation initiatives.
 - Help ensure compliance with all relevant employment laws and regulations, including HIPAA, ADA, and CT Paid Leave requirements.
 - Maintain confidentiality and professionalism in all HR practices and interactions.
 - Foster a warm, positive, and organized workplace environment.
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Skills

- Strong attention to detail and excellent organizational skills.
 - Clear, compassionate communication style (written and verbal).
 - Ability to manage multiple priorities accurately and efficiently.
 - Comfort working independently while knowing when to seek collaboration.
 - High level of discretion and professionalism with sensitive information.
 - Motivated to support a positive, growth-minded, community-focused culture.
 - Proficiency with Microsoft Office, Google Workspace, and HR or EHR platforms preferred.
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Qualifications

- Bachelor's degree in Human Resources, Business Administration, Psychology, Communications, or a related field preferred.
 - Minimum of 1–2 years of experience in HR administration, employee relations, or office management.
 - Knowledge of basic HR practices, confidentiality standards, and employment regulations.
 - Experience in a healthcare or mental health setting is a plus but not required.
 - HR certification (SHRM-CP, PHR) is a plus but not required.
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Benefits

- 401(k) plan with employer match
- Paid sick leave (in accordance with CT law)
- Professional development and growth opportunities
- Supportive, mission-driven team environment

- Flexible, part-time schedule
- Opportunity to make a real difference in a clinician-owned practice rooted in compassion, connection, and community

How to Apply

Visit our website at www.CoastalConnecticutCounseling.com/career-opportunities to submit your application