People & Culture Manager

Credit Union: Commonwealth One Federal Credit Union
Location: 5666 Columbia Pike, Falls Church, VA 22041 & 4875 Eisenhower Ave, Alexandria, VA 22304
Job Type: Full-time, Hybrid (in office Tuesday & Wednesday)
Salary Range: $92,630 - $108,977 annually

How to Apply: Apply through the Commonwealth One Federal Credit Union career portal (ADP Career Center).

Position Overview

We are actively recruiting for a People & Culture Manager to lead the day-to-day execution of core HR functions and help shape a remarkable employee experience. In this role, you will oversee employee relations, recruiting, benefits and compensation, compliance, performance development, and employee engagement initiatives. Working closely with the Director of People & Culture, the Manager translates strategy into action, ensures consistent policy application, and provides hands-on guidance to leaders and employees across the organization. This role leads and develops a team of two.

What You'll Bring

- Bachelor's degree in Human Resources Management or a related field, with 5–7 years of similar or related HR experience; equivalent combination of education and experience will be considered.
- Minimum two years of people management or team leadership experience required.
- PHR or SHRM-CP certification strongly encouraged but not required.
- Solid working knowledge of federal, state, and local employment laws and regulations, including FMLA, ADA, EEO, and labor law compliance.
- Experience with the full recruitment lifecycle, including sourcing, selection, onboarding, and partnership with external recruiting partners.
- Hands-on experience with benefits administration, compensation programs, and total rewards strategy.
- Proficiency with HRIS platforms (ADP preferred) and performance development systems; ability to manage review cycles, SMART goal frameworks, and related reporting.
- Experience supporting or processing bi-weekly payroll; familiarity with payroll systems and data accuracy standards.
- Strong employee relations background, including experience handling investigations, corrective actions, and conflict resolution.
- Excellent written and verbal communication skills with the ability to develop policies, training materials, and internal communications.
- High degree of discretion and the ability to maintain confidentiality of sensitive employee, member, and organizational information.
- Collaborative, team-oriented approach with genuine passion for building a positive and engaged workplace culture.

What You Can Expect From COFCU

- Highly competitive compensation and benefits package to include medical, dental, vision, life, short-term and long-term disability insurance, 401(k) plan, profit sharing, paid holidays, and paid time off. We also offer pet insurance!
- Employee PERKS to include: a culture day, birthday off with pay, volunteer leave, tuition reimbursement, business casual dress environment, discounted gym membership, discounted loans, employee referral bonus program, exciting employee engagement events, and more!

Join the COFCU team! All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, protected veteran status, or state as an individual with a disability.