

Director of Wellness

Human Resources Department

Summary: The Director of Wellness will lead the design, development, and implementation of health and well-being programs, initiatives, and policies to advance the culture of health and wellness for all lawyers and staff Firm-wide. Develop strategies, identify needs, establish goals and priorities, develop programs and interventions, increase engagement, and provide ongoing education. Serve as a trusted advisor to Mental Health & Wellness Committee leadership on health and well-being and act as a liaison for those seeking assistance with personal life event challenges and connect them to Firm resources.

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Qualifications:

- Bachelor's degree in Human Resources (HR) or similar degree required.
- HR, training, Certified Employee Benefits Specialist (CEBS) or other relevant industry qualification(s) strongly preferred.
- Minimum of 5 years of mental health and wellness related work experience.
- Ability to manage and accomplish work via a regionally dispersed team.
- Excellent communication and critical thinking skills.
- Professional services or law firm experience preferred.
- Excellent oral and written presentation skills.

Duties and Responsibilities:

- Develop policies, programs and initiatives for holistic wellness and health programs throughout the organization.
- Plan and implement classes, speakers, seminars, personal training, and self-assessments that promote healthy lifestyles.
- Evaluate and compile statistical summaries of participant data, and class attendance to ensure proper detailed program evaluation.
- Provide educational presentations and training programs.
- Manage vendor third-party providers by creating working partnerships and managing service deliverables and measuring performance.
- Collaborate with HR, Legal Recruiting, Professional Development, Diversity & Inclusion, legal counsel, and senior leadership on the value and design of new or changing wellness benefits programs.
- Anticipate future trends in wellness for lawyers and staff.
- Undertake continuous local and international benchmarking to achieve "Best-in-Class" program status.
- Manage the enhancement and development of systems and tools to support program execution.
- Understand standard employee benefit offerings as well as benefit and wellbeing compliance obligations.
- Some travel may be necessary to support local issues as needed.

Status: Exempt

Reports To: Senior Director, Compensation & Benefits

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