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***Community Action Partnership of Lancaster and Saunders Counties is a private,***

***not-for-profit organization with the belief that extraordinary employees have the power to***

***positively transform lives and communities. We value people who are passionate, ethical,***

***and dedicated to empowering those living in poverty to reach economic stability.***

**Human Resources Coordinator**

Community Action is looking for a professional Human Resources representative and advocate for our agency, staff, and clients. Must be able to work with people of diverse backgrounds individually and in groups. This individual will be involved in all areas of Human Resources. Primary duties for this role include:

* Conducting new hire orientation
* Assisting with benefits administration, training, and other Human Resources duties
* Providing support and guidance for requests regarding human resources related inquiries
* Maintains Human Resource records processing human resources and payroll forms, scanning as required, filing as needed and compiling reports
* Posting vacancies, prescreening applicants, scheduling interviews, coordinating background checks, drug testing, and physical screening

Proficiency in Microsoft Office programs, including Word, Outlook, Excel, and PowerPoint needed.

**Find the complete job listing and details at** [**http://communityactionatwork.hireclick.com/jobboard**](http://communityactionatwork.hireclick.com/jobboard)

*Community Action Partnership of Lancaster and Saunders Counties is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex (including pregnancy, sexual orientation, gender identity or expression), national origin, disability, age, protected veteran status, genetics, or any other status protected by state or federal law.*