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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**

*Are you passionate about supporting employees and helping foster a positive work environment?*

Community Action is looking for a professional **Human Resources Coordinator** 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.

***Starting Pay: $19.56/hour***

**The Role:**

* Conduct new hire orientation.
* Assist with benefits administration, training, leaves of absence, and other human resources duties.
* Provide support and guidance for requests regarding human resources related inquiries.
* Maintain Human Resource records, process human resources and payroll forms, and compile reports.
* Post job vacancies, prescreen applicants, schedule interviews, and coordinate background checks and drug testing
* Support various human resources processes and functions.

**Qualifications:**

* Bachelor’s degree in Human Resources, Business Administration, or related field. Related experience may substitute for education.
* One to three years relevant work experience in Human Resources preferred.
* General knowledge of basic human resources functions and procedures.
* Ability to understand, interpret, and apply general administrative and human resources policies and procedures.
* Intermediate proficiency in Microsoft Office Word and Outlook and basic proficiency in Microsoft Excel.
* Must support and demonstrate commitment to agency mission, vision, and values.
* Sensitivity to the experiences, needs, and strengths of low-income and diverse populations, and individuals with disabilities.
* Must be a professional representative and advocate of our agency, staff, and clients.

**Benefits & Perks:**

* Medical, dental, and vision insurance plans.
* Employer-paid life insurance, short term disability, and long term disability coverage.
* Paid Time Off plan and 11 paid holidays.
* 401K with employer match.
* Education Assistance Program for continuing education.
* Qualifying employer for the Public Service Loan Forgiveness program for federal student loans.
* Extensive opportunities for personal and professional development.
* Engaging work environment with friendly and supportive team members.

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**Human Resources Coordinator**

**COVID-19 Vaccination Policy**:

Effective January 1, 2022, all employees are required to be fully vaccinated against COVID-19, in compliance with any federal, state, and local regulations; and contract/funding requirements related to COVID-19 vaccination.

New or prospective employees hired after January 1, 2022, will need to have completed their first dose prior to their start date, and provide documentation of their current vaccination status.  Full vaccination status, defined as vaccinated two weeks after receiving the requisite number of doses of a COVID-19 vaccine approved or authorized for emergency use by the FDA, must be completed no later than 6 weeks after their start date.

*Reasonable Accommodations are available, including, but not limited to, for disabled veterans, individuals with disabilities, and individuals with sincerely held religious beliefs, in all phases of the application and employment process. To request an accommodation please email*[*hr@communityactionatwork.org*](mailto:hr@communityactionatwork.org)*and we will be happy to assist. All information provided will be kept confidential and will be used only to the extent required to provide needed reasonable accommodations.*

**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, marital status, genetics, or any other status protected under federal and state law.