

## **Human Resources Coordinator - Part Time (20 hours/week)**

Are you looking for an HR position with room to grow? If so, we may have the job for you! At the Helpline Center, we are in need of a Part Time Human Resources Coordinator to support our growing organization. Responsibilities of this position include: planning and administration of Human resource programs and policies such as, recruitment, hiring, and on-boarding, administration of FMLA and ADAAA, maintenance of employee files and documentation, and ensuring HR policies and procedures are in compliance with State and Federal reporting requirements.

### **Qualifications**

Associate's degree in human resources or other business-related field with human resource coursework, or equivalent combination of post- secondary education and work experience.

Minimum two years recruiting and/or sourcing experience preferred.

Must possess comprehensive knowledge of FMLA, ADA, unemployment and other human resources related laws and policies.

Strong interpersonal skills with the ability to manage confidential or sensitive situations effectively.

The Helpline Center provides 24/7 support both locally and State-wide, serving thousands of people every year by connecting individuals to resources and support. If you'd like a challenging opportunity to grow personally while making a difference in your community, we want to talk to you.

To learn more and view other employment opportunities, check out our website at:

<https://www.helplinecenter.org/about-the-helpline-center/>

If you would like to be considered for this opportunity, please submit your cover letter and resume to Janet at [janet@helplinecenter.org](mailto:janet@helplinecenter.org).