

EMPLOYMENT OPPORTUNITY

Human Resources Specialist

The Human Resources Specialist contributes to Community Action of Skagit County's Core theme of being a high-impact organization by efficiently supporting the HR Department. The position reports to the Human Resources Director and is a key player in providing efficient HR related customer service to all employees at our agency. This will be a full time position at 40 hours per week.

JOB DUTIES and RESPONSIBILITIES INCLUDE:

1. Recruitment administration. Respond to employment inquiries, incomplete candidate submissions. Open and close all job notices.
2. Schedule all interviews and maintain database of interview questions.
3. Primary administrator for online learning platform (Pryor+). Create and assign learning paths, pull training records, assign courses, and maintain tracking systems.
4. Administer and coordinate benefits with employees and HR Director.
5. Maintain attendance tracking, leave balances, and leave request submissions.
6. Maintain staff auto insurance tracking system. Work with agency staff to ensure updated records are collected and tracked.
7. Filing of all HR documents, including personnel files.
8. Oversee and maintain ACA, incident, training, and recruitment data and tracking systems.
9. Assist with onboarding and exiting of employees
10. Assist with employee communications and employee engagement as needed.
11. Lead, coordinate, and assist with HR projects as needed.
12. Provide general support as needed to all administrative functions and departments.
13. Participate in agency trainings and meetings as required.
14. Other related duties as assigned by management.

QUALIFICATIONS INCLUDE:

Education & Experience

- High School Diploma or GED/HSE minimum required.
- 1-2 years of increasingly complex clerical/administrative experience in a fast paced office environment.

(Or a combination of education and experience providing the knowledge, skills, and abilities to successfully perform the work)

License(s) & Certification(s)

- Must have valid driver license and auto liability insurance if personal vehicle is used for work-related travel.

Skills and Abilities

- Basic clerical skills (filing, math, calculator, data entry, legible writing) required.
- Work independently, and as a team member; self-motivated.
- Strong organization and time management required, with ability to multi-task.
- Excellent customer service skills.
- Must be dependable, reliable, and possess a strong ability to adapt to any situation.

- Proficient in Microsoft Office Suite applications, including Excel, Word, PowerPoint, Publisher and Outlook programs.
- Must have strong and effective communication skills (oral and written).
- Working knowledge of standard office procedures and technologies (phone, computer, printer, photocopier, scanner, fax machine) is needed.
- Demonstrated ability to work harmoniously with people from varied cultural, socioeconomic, educational and experiential backgrounds.

COMPENSATION AND BENEFITS:

Starting wage between \$18.78 - \$20.74 per hour (DOE)

Benefits include:

- Medical & Dental Insurance including Rx and Vision
- Life Insurance and AD&D coverage
- SIMPLE IRA Retirement Plan (3% Employer Matchp)
- Employee Assistance Program
- Voluntary supplemental Cafeteria 125 Plan
- Paid Sick and Vacation Leave
- 12 Paid Holidays per year
- Health club discounts

(Community Action reserves right to modify, amend, or terminate any benefit at any time for any reason.)

TO APPLY:

Qualified candidates are encouraged to apply by providing **ALL** items requested. Please submit the following:

(1) Community Action Application (2) Resume (3) Letter of Interest.

Application Packets should be submitted to: **employment@communityactionskagit.org**

You can find all job announcements and apply online on our website at www.communityactionskagit.org

Community Action of Skagit County reserves the right to extend application deadlines and to modify the selection schedule without notice, to form eligibility lists for, or make appointments to, other positions with similar employment requirements. Community Action of Skagit County is an Equal Opportunity Employer. Should you require accommodation in the application process, please contact our HR Department.
