



Human Resources Coordinator - Part Time

Forest Preserve District of DuPage County (EOE)

Contact Name:

Contact E-mail:

Contact Phone:

Closing Date:

Salary: \$23.83 - \$26.83 - Hourly

Description:

The Forest Preserve District of DuPage County provides opportunities for people to connect with nature. We offer to the public 60 forest preserves, 166 miles of trails, 47 miles of rivers and streams, and 6 nature and cultural centers. We have 6 million visitors each year.

The District's mission is, "to acquire and hold lands containing forests, prairies, wetlands and associated plant communities or lands capable of being restored to such natural conditions for the purpose of protecting and preserving the flora, fauna and scenic beauty for the education, pleasure and recreation of it's citizens.

Job Summary

This position will manage the administrative functions of the department while providing support by enhancing employee recruitment, engagement, and overall employee experience. The Human Resources Coordinator is responsible for handling initial inquiries, assisting with recruitment, onboarding, compliance, training, and HRIS support in a confidential and professional manner.

Essential Duties and Responsibilities:

- Answer questions and provide information to employees, job applicants, agencies, and the general public requiring the interpretation and explanation of human resource programs, policies, and procedures.
- Process, verify, and maintain personnel related files and documentation, including staffing, recruitment, training, grievances, and performance evaluations.
- Prepare and place job advertisements and postings; assist employees and applicants with completing paperwork.
- Provide administrative support to the Human Resources department.
- Assist in the onboarding and hiring of seasonal employees.
- Process new hire paperwork: run background checks, enroll in IMRF, enter information in the human resource information system and assist in the orientation process. Process terminations, salary adjustments and job changes.

- Maintain and update the organizational charts and quarterly attrition report.
- Perform periodic audits of files and records, ensuring all required documents and training are completed and filed or electronically stored appropriately.
- Compile and prepare reports and documents pertaining to personnel activities.
- Prepare purchase requisitions, make office related purchases, record expenses, and monitor departmental budget.
- Respond to emails, faxes and requests for confidential information, such as verifications of employment.
- Research, design, format, and edit communication materials and publications.
- Assist in research and data collection on special projects of a sensitive nature requiring confidentiality.
- Evaluate, recommend, and implement process improvements for policies procedures and programs.
- Foster a working environment that promotes safe work habits; Become familiar with and observe all applicable safety rules, policies, and work procedures; Follow all safety rules that pertain to the duties performed and support all aspects of the District's safety and risk management program; Keep work area clean, orderly, and free of hazards; Immediately report all unsafe conditions and incidents.
- Maintain a supportive working environment and demonstrate a desire to exceed the expectations of internal and external customers.
- Perform other duties as required.

Requirements:

- Associate's Degree in human resources or related field preferred, 1-3 years of related experience in an administrative role, or equivalent combination of education and experience. PHR or SHRM-CP certification preferred.
- Excellent communication and interpersonal skills.
- Valid Driver's license in good standing.
- Knowledge of Human Resources terminology and pertinent federal, state, and local regulations.
- Ability to work in a fast-paced environment and meet tight deadlines.
- Strong computer skills in word processing, database management, spreadsheet development, and publication software programs; recordkeeping principles.
- Excellent critical thinking and organizational skills; including analyzing facts, exercising sound judgment, and arriving at conclusions.
- Ability to maintain records of a confidential and personal nature.
- Ability to acquire and apply knowledge of procedures, rules, regulations, and services of assigned office.

Hours: Monday - Friday, 30 hours per week.

Location: Office setting at Forest Preserve District Headquarters in Wheaton, IL.

Starting Salary: \$23.83-26.83 an hour.

Eligible for performance review and possible pay increases biannually.

Benefits: Medical (PPO, BCO, and HMO plans through Blue Cross Blue Shield), Dental, Vision, Flexible Spending Account for Health and/or Dependent accounts, Wellness Screenings, Life Insurance, Tuition Reimbursement, 12 paid Holidays, paid Vacation Days, paid Personal Days, Pension through Illinois Municipal Retirement Fund (IMRF), 457 Retirement Plan.

The Forest Preserve District of DuPage County is committed to fostering a diverse and inclusive workplace built on a foundation of respect, integrity, teamwork, and excellence. Our organization provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws. This applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

For more information, or to apply now, you must go to the website below. Please DO NOT email your resume to us as we only accept applications through our website.

<https://dupageforest.isolvedhire.com/jobs/1311400-153541.html>