



Human Resources Coordinator - Part Time

Forest Preserve District of DuPage County

Contact Name: HR Office N/A

Contact E-mail: foresthr@dupageforest.org

Contact Phone: 630-933-7682

Closing Date: 2025-10-03

Salary: \$24.25 – 27.30 per hour.

Description:

The Forest Preserve District of DuPage County is looking for a **Part-Time Human Resources Coordinator** to join our team. This role is a great fit for someone who enjoys detail-oriented work, thrives in a collaborative environment, and is passionate about supporting employees.

As the first point of contact for many HR inquiries, you'll play an important role in shaping the employee experience-from recruitment and onboarding to compliance and process improvements. If you have strong organizational skills and a desire to make HR operations run smoothly, we'd love to hear from you.

What You'll Do

- Provide information to employees, job applicants, and the public about HR policies, programs, and procedures.
- Process and maintain personnel records, including staffing, training, evaluations, and recruitment files.
- Assist with recruitment by posting jobs, coordinating hiring steps, and helping applicants complete paperwork.
- Support the hiring and onboarding of seasonal employees, including processing new hire paperwork, running background checks, and conducting orientations.
- Process HR transactions such as terminations, salary adjustments, and job changes.
- Maintain HRIS data, organizational charts, and quarterly attrition reports.
- Conduct periodic file audits to ensure compliance with documentation and training requirements.
- Assist with department budget tracking, purchases, and expense reporting.
- Prepare reports, communications, and other HR-related documents.
- Support special projects that require research, data collection, and confidentiality.
- Recommend and help implement process improvements for HR programs and services.

What You'll Need

- Must be 18 years of age or older at the time of hire.
- 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, training, 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. Detailed oriented.
- Excellent critical thinking 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 provided.
- Demonstrated success in establishing and maintaining productive working relationships.
- Strong communication skills, both verbally and in writing.
- Strong organizational skills to maintain accurate records and data.

Schedule, Pay & Benefits

- This position works Monday – Friday, 6 hours per day, 30 hours per week.
- Starting Pay: \$24.25 – 27.30 per hour.
- We offer an excellent part-time employment benefit package. To find out more, visit our website.

Why Join Us

- Flexible, part-time schedule.
- Gain hands-on experience across multiple areas of HR.
- Contribute to a mission-driven organization that values conservation, community, and employee engagement.
- Work in a supportive environment where your attention to detail and commitment to service make a difference.

Work Setting

- An office position, based at the Headquarters office location in Wheaton, IL.

Apply Today

Bring your organizational skills and HR knowledge to a role that supports people and strengthens culture.

Follow the link to apply directly and be considered for the position.

Additional information about the position and job duties can be found in the attached job description

or on our website.

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.