



Human Resources Assistant, Part-Time

Park Ridge Park District

Contact Name: Alison Reicher

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Closing Date:

Salary: \$22 - \$25 per hour

Description:

The Park Ridge Park District is seeking a detail-oriented and dependable Human Resources Assistant who enjoys supporting people and processes for the better good of the organization. This position helps streamline and centralize daily HR operations for the overall Park District and plays a key role in onboarding, HRIS administration, compliance tracking, training coordination, payroll support, and maintaining accurate and confidential employee records. This position works regularly with confidential information and requires strict adherence to all policies and procedures.

Availability: This is a part-time, year-round in-office position averaging 15-19 hours per week. The schedule offers some flexibility and includes at least one later afternoon/evening shift each week. Additional evening and weekend hours will be required as needed to support District operations.

Open until filled. If interested, please apply early. Recruiting and interviewing begins early.

View Full Job Description, Benefits and Apply: [Human Resources Assistant, Part-Time \(44877\)](#)