



Human Resources Coordinator

Forest Preserve District of Kane County

Contact Name: Rosie Gallina

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Closing Date:

Salary: \$31.22 - \$40.96 per hour

Description:

The Forest Preserve District of Kane County is seeking a knowledgeable, approachable, and organized HR Coordinator to join our team. This position is responsible for the day-to-day functions of employee experiences, including recruitment, onboarding, benefits coordination, and recognition. This position leverages general human resources skills to support process improvements, technology utilization, and compliance efforts. The individual in this role serves as a resource for employees, applicants, and the public. The ideal candidate is someone who enjoys working with people, can handle confidential information with care, wants to learn and develop their skills, and is comfortable balancing multiple priorities and deadlines.

Applicants must possess a bachelor's degree in Human Resources, Business Management, or a related field and one to three years of human resources experience, including responsibility for maintaining electronic employee records and HR systems. An equivalent combination of education, training, and experience may be considered. HR Certification or equivalent preferred but not required based upon experience. Open until filled; first review of applicants will take place September 2nd.

This is a full-time non-exempt position with an hourly rate of \$31.22 - \$40.96 per hour (annual salary range of \$64,938-\$85,204) with a starting rate of \$31.22 - \$33.62 per hour (annual salary of \$64,938-\$69,931) DOQ, plus eligibility for the District's full-time benefits package.

Interested applicants may learn more about the District's competitive compensation program, benefit plans, and apply at <https://www.kaneforest.com/careers>. Applications must include a cover letter, resume, and professional references to be considered complete. For more information about the Forest Preserve District of Kane County, visit <https://www.kaneforest.com>. The Forest Preserve District of Kane County provides equal employment opportunities and actively supports veterans in the workplace.