

Human Resources Specialist – Part Time



About Rader Family Farms:

We are a family owned and operated agritainment (agriculture and entertainment) business. We currently have three generations of family members, as well as our devoted employees, working to make this an exceptional destination. Our mission is to serve our community with a festive, yet educational and enjoyable fall experience while giving all praise and glory to God for His beautiful creation and abundant harvest. Our vision is to connect the community to the farm through the influence of faith, family, and fun. We harvest more than crops; we harvest memories.

Pay: \$18-\$25 per hour, depending on experience

Job Type: Part-Time, Flexible hours, Fall Season (Aug-Oct) requires the most time commitment

Job Summary:

This position oversees HR compliance, paperwork management and HR-focused training for all current and future employees of Rader Family Farms LLC.

Professional Skills and Responsibilities:

- Understand and reflect the mission and values of Rader Family Farms.
- Be proactive in learning about the farm/farm businesses so you can answer a broad range of questions from applicants and employees.
- Be friendly, self-motivated, and a team player.
- Possess skills of creativity, critical thinking, research, analysis, planning, organizing, training, and reporting.
- Be an independent worker but also an integral part of the management team.
- Be trained and comfortable in conflict resolution, especially situations involving employees.
- Excellent verbal and written communication skills.
- Excellent interpersonal skills with the ability to manage sensitive and confidential situations with tact, professionalism, and diplomacy.
- Maintain confidentiality at extremely high levels.
- Have supervisory experience.
- Stay current on federal and state laws pertaining to businesses and employers/employees.
- Keep RFF compliant with all business and labor-related changes and requirements.
- Maintain and/or oversee HR paperwork, filing, and communication for employees and candidates (auditions, orientation).
- Perform Background Checks.
- Assist with training material.
- Be proficient in Microsoft Office and Google Suite.
- Help create an environment to attract, develop, retain, and engage talent.
- Assist with talent acquisition, job postings and the recruitment process.
- Assist with End-of-Season review process.
- Available to work 30-35 hours per week in the months surrounding our season. Less during the off-season with opportunities to grow.

Education and Experience:

- Be experienced in Human Resources.
- HR Certification or a minimum of an Associates degree in HR Management; BS/BA preferred.

What makes employees great at this job:

- Love of the family and the farm – this isn't "just a job."
- Flexibility and availability.
- Thinking ahead and learning new things to serve the business.

To Apply: Visit our website at raderfamilyfarms.com and complete the application. Send application and resume to HR@raderfamilyfarms.com or mail to Rader Family Farms, 1312 Ropp Rd, Normal, IL 61761.