



Human Resources Assistant – Full-Time

Marcfirst's mission is to connect families and people with developmental disabilities to their community through a lifetime of meaningful supports. Located in Normal, Illinois, Marcfirst provides a continuum of services and supports for families, children and adults throughout their lifetime including residential, vocational development, employment, high school transition and therapeutic supports for children. Marcfirst envisions a community that encourages and accepts all people.

Marcfirst is seeking a **full-time Human Resources Assistant**. In this role you will work collaboratively with our small HR team to perform a variety of administrative and clerical support tasks. If you are someone who can work with ambiguity, thrives on digging into the details, and takes pride in your ability to provide high quality support for both the team and our workforce, you will enjoy this role. At Marcfirst we offer our employees the opportunity to grow personally and professionally, as each of us contribute to the success of our dynamic organization. Come grow with us and let us show you why the employees at Marcfirst love what they do!

Pay: \$17-\$19 per hour, depending on experience

Job Type: Full-time, 35-40 hours/week

Your typical workweek will allow some flexibility in daytime work schedule, Monday thru Friday, with occasional overtime as needed to support the department. This position will require minimal travel within the local area on an as-needed basis.

Qualifications for this position include:

- High school diploma or GED. SHRM-CP or PHR certification is a plus
- One year experience working in a human resources related role
- Experience working in a non-profit social services setting preferred
- Requires basic understanding employment related laws, regulations and human resources practices
- Proficient with Microsoft Office Suite or related software
- Proficient with or demonstrates the ability to quickly learn HRIS and applicant tracking systems
- Excellent organizational skills and attention to detail
- Excellent interpersonal, verbal and written communication skills
- Ability to manage sensitive and confidential situations and data with high integrity and professionalism
- Availability to work minimum of 35 hours per week

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform essential functions of this job. Requests for reasonable accommodations will be reviewed to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit at a desk and work on a computer for prolonged periods. Employee is consistently and frequently required to have good close and distance vision, hearing and be able to talk. Employee is regularly required to stand; walk; use hands to finger, handle or feel; reach with hands and arms, and occasionally stoop, kneel, crouch or crawl. Employee must occasionally lift and/or move up to 15 pounds.



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Here are some of the benefits we will offer you:

- Supportive and positive work environment
- Professional development, training and certification opportunities
- Flexible schedule options
- Comprehensive benefit plans
- Paid time off including vacation, personal time, and holidays

Equal Opportunity Employer

To Apply: Visit our website at www.marcfirst.org