



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 Manager**. In this role you will work collaboratively with our small HR team to perform a variety of HR responsibilities for the organization, primarily focused on recruitment and talent selection, orientation and onboarding, benefits and leave administration, policy and job description development, HR recordkeeping and reporting, along with a variety of HR-related administrative tasks. Position will supervise day-to-day operations with a team of two full-time Human Resources Generalists and a part-time HR Assistant. Position reports to the Chief Human Resources Officer.

If you are someone who can work with ambiguity and thrives on digging into the details of creating and contributing to an engaging and successful candidate and employee experience, 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:** Salaried, based on experience  
**Job Type:** Full-Time – 40 hours/week

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

**Qualifications for this position include:**

- Associate's Degree in a human resources related field or equivalent work experience.
- Minimum two years HR generalist level work experience required, with some supervisory experience preferred.
- Experience working in a human services setting desirable.
- Proficient in Microsoft Word, Excel, Powerpoint and Outlook.
- Experience working with applicant tracking and HR/Payroll software desired
- Engaging hands-on team member with effective written and verbal communication skills
- Strong organizational skills and attention to detail
- Critical thinker, detailed, problem solver with high ethical standards
- Must possess valid driver's license, and be able to successfully pass criminal, DCFS, safe driving background check, TB test and drug screen

**Physical Expectations:**

Will work primarily in an office setting where employee will frequently sit for prolonged periods of time. While performing the duties of this job, the employee is frequently expected to talk, hear, and possess clear close and distance vision. Employee will regularly stand, walk, use hands, fingers to reach or feel. Occasionally required to stoop, kneel, crouch or crawl, and use stairs. The employee must be able to regularly lift and/or move up to 10 pounds.

**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

**To Apply: Visit our website at [www.marcfirst.org](http://www.marcfirst.org)**