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***Community Action Partnership of Lancaster and Saunders Counties is a private,***

***not-for-profit organization with the belief that extraordinary employees have the power to***

***positively transform lives and communities. We value people who are passionate, ethical,***

***and dedicated to empowering those living in poverty to reach economic stability.***

**Human Resources Coordinator**

Community Action is looking for a professional Human Resources representative and advocate for our agency, staff, and clients. Must be able to work with people of diverse backgrounds individually and in groups. This individual will be involved in all areas of Human Resources, with an emphasis on recruiting. Primary duties for this role include:

* Creating a pool of candidates using a variety of sourcing methods and attending related events
* Posting vacancies, prescreening applicants, scheduling interviews, coordinating background checks, drug testing, and physical screening
* Conducting new hire orientation
* Assisting candidates and employees with questions and resources
* Participating in committees and task forces as assigned
* Assisting with benefits administration, training, and other Human Resources duties

The ideal candidate will have a bachelor’s degree in Human Resources, business, related field, or related experience. One to three years Human Resources experience with an emphasis on recruiting preferred. Strong communication skills required. Prior related experience, particularly in the nonprofit sector, working with diverse populations preferred.

Proficiency in Microsoft Office programs, including Word, Outlook, Excel, and PowerPoint needed.

You will find complete job listings and details at the following websites:

[*www.Communityactionatwork.org*](http://www.Communityactionatwork.org)

[*www.indeed.com*](http://www.indeed.com)

[*www.NeWorks.nebraska.gov*](http://www.NeWorks.nebraska.gov)

**For information, please contact Human Resources at 402-875-9315 or**

[**mandrews@communityactionatwork.org**](mailto:mandrews@communityactionatwork.org)

**Resumes and cover letters should be sent to:**

[**mandrews@communityactionatwork.org**](mailto:mandrews@communityactionatwork.org)

Community Action Partnership of Lancaster and Saunders Counties is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex (including pregnancy, sexual orientation, gender identity or expression), national origin, disability, age, protected veteran status, genetics, or any other status protected by state or federal law.