



Northern Illinois Special Recreation Association (NISRA) HR Coordinator-PT

The Northern Illinois Special Recreation Association (NISRA) is looking to fill the position of HR Coordinator – PT (20-25 hours per week). NISRA is an inter-governmental special recreation cooperative comprised of 13 member park districts/municipal parks and recreation departments. NISRA's administrative office is in Crystal Lake, IL and its service region is comprised of McHenry County and portions of Cook, Kane and Lake Counties. The agency has 18 full time staff and annually employs a total of approximately 250 seasonal part-time staff and 300 volunteers serving 1800 unique individuals with disabilities through 950 special recreation programs.

Position Description:

The Human Resources Coordinator is responsible for the management and processing of new hire paperwork, payroll processing, maintaining personnel records for employees, all Association employee benefits programs and assisting management with maintaining the Association's compliance with state and federal laws, rulings and industry standards related to personnel and employment practices.

Qualifications:

The best applicants will have a Bachelor's Degree in Human Resource Management, Business Administration, other related fields, or certifications in human resources. The candidates also will possess the following qualities: minimum of two years experience in human resources, payroll and benefits management, strong written and oral communication skills, strong sense of confidentiality, ability to demonstrate professionalism and diplomacy in all matters, proven computer skills with Microsoft Office, database, Applicant Tracking System and payroll software (ADP helpful).

Compensation & Benefits:

Compensation: **\$18-\$19/hr.** (20-25 hrs. per week). This position is IMRF pension benefits eligible. Other benefits include: Paid time off ▪ Annual merit pay increases.

Closing Day: August 22, 2018

To Apply: E-mail resume and cover letter to: hr@nisra.org

Contact: Gergana Minchev, Sr. Manager of Finance and Administration

Northern Illinois Special Recreation Association
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Northern Illinois Special Recreation Association is an Equal Opportunity Employer.

NISRA Core Values: Fun~Professional~Compassionate~Trustworthy~Innovative