

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

***not-for-profit organization with the mission of empowering people struggling in***

***poverty to reach their full potential and achieve self-reliance.***

**Human Resources Assistant**

Enhance Human Resources effectiveness by coordinating Human Resources programs and projects

Including:

* Employment recruitment
* Facilitation of the application process
* Conducting new hire orientation
* Benefits administration
* Providing information and assistance to employees regarding human resources activities, processes, policies and procedures, and records
* Research, compile, and analyze data for human resources projects and reports
* Recommend new approaches, policies, and procedures to effect continual improvements in efficiency of department and services performed.
* Provide administrative support for the Volunteer Resources Coordinator

Bachelor’s degree in Human Resources, Business Administration, or related field. Significant related experience may substitute for education. One (1) to three (3) years relevant work experience in Human Resources preferred.

**For information regarding the Human Resources Assistant job,**

**please contact Human Resources at 402-875-9316 or**

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

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

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

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