

COMMUNITIES IN SCHOOLS OF KALAMAZOO
POSITION POSTING
September 24, 2015

INTERNAL and EXTERNAL APPLICANTS FOR THE POSITION BELOW, SUBMIT A LETTER OF INTEREST AND CURRENT RESUME DETAILING YOUR QUALIFICATIONS BY THE DEADLINE OF OCTOBER 6, 2015.

Human Resources/Administrative Assistant (Part-time)

Position summary: Provides diverse administrative support for Communities In Schools Kalamazoo in an independent setting and in conjunction with other the Director of Human Resources. Duties include, but are not limited to recruitment and review candidates for 21st CCLC positions, scheduling and conducting interviews for qualified candidates, ensuring all required background checks are completed and licensing files are processed for chosen candidates. This position will also provide support for community enrichment providers and may also provide assistance on various projects. Assists with employee performance review tracking, and personnel file maintenance. Assist with new hire orientation. .

Position qualifications:

Bachelor's degree in human resources, business or previous experience and additional training in human resources. Must possess basic understanding of current HR principles and laws, including FMLA, COBRA, ADA, and EEO. Prior not-for-profit experience desired. Must be skilled in Microsoft Office Suite, including Outlook.

- Exceptional organizational ability with the capacity to multi-task with frequent disruptions and the ability to work independently with limited supervision. Must be detail-oriented.
- Excellent communication skills required, including oral and written.
- Excellent interpersonal skills with ability to function as a member of a team and interact with various stakeholders.
- Excellent command of the English language including speaking, writing, grammar, spelling, etc.
- Mature judgment, integrity and reliability and the ability to manage shifting demands and priorities in a calm, effective manner.
- Ability to take initiative to complete tasks independently and/or to seek direction or clarification when needed.
- Ability to read, comprehend and transmit written or verbal detailed and complex instructions in order to plan and perform job responsibilities according to deadlines and other requirements.
- Understands and embraces diversity and inclusiveness in thought, word and actions. Exemplifies these values.

Please submit a letter of introduction and a current resume to:
dkievit@ciskalamazoo.org

