



## **HR Program Specialist**

**Are you a people person who enjoys helping others? Would you like to be a valuable member of a diversity driven, mission-minded team that impacts our community?** If so, we have an exciting opportunity for you to work as a full time (40hrs/wk) **HR Program Specialist!**

### **What You Will Be Doing**

As the **HR Program Specialist** you will be providing administrative support for the day-to-day operations of the Human Resources department. You will be involved in the recruitment process of new employees including assisting with posting positions, credentialing candidates, and facilitating new hire orientation. You will be responsible for administrative tasks such as filing, scheduling, meeting minutes, and data entry related to HR programs. You will have the opportunity to be involved in projects that impact our employee culture such as the quarterly employee newsletter, diversity committee, and various recruitment initiatives.

### **What We Require**

While a Bachelor's degree and one year of relevant HR experience is preferred; minimum requirements are a High School Diploma or Associate's degree with 3-5 years of experience working in an administrative support position. We are looking for someone who has a passion for customer service, strong organizational skills, enjoys administrative work supporting others, proficient computer skills including PowerPoint and Excel, excellent communication/interpersonal skills and comfortable presenting to small groups.

### **Who We Are**

Kalamazoo Community Mental Health and Substance Abuse Services (KCMHSAS) has been delivering quality services and programs to improve the lives of those we serve for over 30 years. KCMHSAS works with youth, families, and adults with mental illnesses, intellectual and developmental disabilities, and substance use disorders to help them succeed. We provide welcoming and diverse community partnerships which collaborate and share resources to support individuals and families to be successful and achieve their goals in a trauma-informed environment.

### **Why Work For KCMHSAS?**

Because we make a difference in the lives of the individuals we serve in the Kalamazoo community every day. You will have the opportunity to work with amazing co-workers in an environment that values diversity, inclusion, work/life balance and encourages ongoing education for professional development.

We also offer a competitive compensation and benefits package, with some of the best retirement plans in southwest Michigan. You will also enjoy 10 paid holidays, 23 days of PTO and the opportunity to earn additional PTO hours for participating in our wellness program!

### **Come Join Us!**

**Individuals of diverse racial, ethnic, and cultural backgrounds along with bilingual candidates are encouraged to apply.** KCMHSAS is an equal opportunity employer that encourages diversity and inclusion among its workforce. KCMHSAS fomenta la diversidad y la inclusión.

### **We look forward to meeting you!**

We look forward to meeting you! Please apply online at [www.kazoocmh.org/careers](http://www.kazoocmh.org/careers)