

**YWCA IS ON
A MISSION**

eliminating racism
empowering women
ywca

Energetic and Passionate Individual Wanted!

YWCA is looking for a caring and energetic individual who enjoys working with people.

01/03/2018

JOB TITLE: Onboarding and Benefits Coordinator

RESPONSIBILITIES

This position will be responsible for supporting human resources functions of the organization including, but not limited to employee benefits, new employee orientation, monthly reports, and data entry.

JOB REQUIREMENTS

- Experience in Human Resources or college coursework required.
- Associates Degree preferred.
- High School diploma or GED required.
- Must have excellent written & verbal communication skills.
- Proficiency in English required.
- Proficiency in at least another language helpful.
- Computer proficiency at intermediate level.
- Intermediate knowledge of Microsoft Office, especially Word and Excel.
- Ability to learn Financial Edge software.

WORK HOURS

3-4 hours per day, between 8 am – 5 pm Monday-Friday; may need to work more hours during benefit enrollment period.

TO APPLY: Submit a resume and YWCA employment application to Human Resources. Position will be open until filled. Applications are available at the YWCA administration front desk or can be downloaded from:

www.ywcamclean.org/jobs

Human Resources
YWCA McLean County
1201 N Hershey Road Bloomington, IL 61704

YWCA McLean County is an equal employment opportunity employer.