



## **Catskill Center for Conservation and Development**

### **Job Posting**

#### **Human Resources Coordinator (Part-time)**

##### **About the Catskill Center**

Founded in 1969, the Catskill Center is a 501(c)(3) non-profit that preserves and enriches the environmental, economic and cultural well-being of the Catskill region. We believe that the vitality and prosperity of the Catskills depend on robust collaboration, thriving local communities and the wise stewardship of our natural resources. For more information, visit [www.catskillcenter.org](http://www.catskillcenter.org).

##### **Position Description**

We are seeking an experienced, organized, and detailed-orientated part-time Human Resources (HR) Coordinator to assist with human resource administration at the Catskill Center. The HR Coordinator serves a critical administrative support role for the benefit of the Catskill Center, our staff, and ultimately, the Catskills region.

This is a part-time position (1-2 days/week) based in Arkville, NY with a remote work option. This is an office-based position primarily requiring computer work. Infrequent travel throughout the Catskill region may be required. The HR Coordinator will report to the Associate Director and work collaboratively with other administrative staff.

##### **Job Responsibilities**

- Assists with employee recruitment and interview processes.
- Prepares new-employee files & assists with employee onboarding.
- Completes, verifies & maintains I-9 Forms; assists with new-employee background checks.

- Assists with employee benefits enrollments, changes, terminations and paperwork updates.
- Answers employee requests and questions related to Catskill Center policies and benefits.
- Conducts HR-related annual employee training.
- Creates, edits, and maintains HR-related spreadsheets and documents.
- Performs clerical functions related to HR administration and recordkeeping.
- Assists with processing employment terminations and associated paperwork.
- Drafts correspondence as requested.
- Other duties as requested.

### **Required Qualifications**

Applicants must have a valid driver's license, access to a reliable vehicle, and be willing and able to pass a background check. Additional requirements include:

- Bachelor's degree in human resources or related field and/or equivalent experience
- At least two years related experience required
- Excellent verbal and written communication skills
- Excellent organizational skills and attention to detail
- Excellent time management skills
- Strong interpersonal and customer service skills
- Working understanding of HR principles, practices and procedures
- Proficiency with computers, including Microsoft Word and Excel
- Strong record of integrity, discretion, and ethical sensibility; and
- Patience and a positive attitude

### **Compensation**

Salary: \$18-25 per hour, commensurate with experience. The Catskill Center strives to offer exceptional work-life balance and flexible work options.

### **Application**

Applications will be reviewed as they are received and accepted until position is filled.

**Please send a complete application package including cover letter, resume, and three professional references to [jobs@catskillcenter.org](mailto:jobs@catskillcenter.org).**

The Catskill Center is an Equal Opportunity Employer.