We are currently accepting resumes for the following position:
Human Resources Associate – Part-Time

Agape has an opening for a Human Resources Associate (Part-Time). The Human Resources Associate provides integral support in the recruitment, hiring, onboarding processes for prospective and newly hired employees and serves as a partner with employees and people leaders by assisting with HR projects and initiatives. In this part-time role, the Human Resources Associate will work 25 hours per week. Specific duties for this role will be to provide administration and assistance in all HR areas in regard to policies, procedures, and programs. Advise HR leadership of potential HR-related issues and recommend and implement solutions as appropriate. This role will answer basic functional questions and refers more complex HR matters to appropriate resources. The role also assists with recruitment and onboarding processes and the completion of all documents necessary for prospective and newly hired employees. Supports recruitment activities such as initiating background checks, contacting and screening applicants and references. Prepares and maintain employee files and ensure compliance. Prepares HR reports following organizational and governance requirements. Additionally, the role will perform all other duties within the scope of this position, as requested by the Chief Human Resources Officer, Human Resources Manager, Human Resources Generalist, or leadership team members.

Education & Experience Required:
Bachelor's Degree in business management, human resources management, or related field and 1-2 years of experience in a human resources role preferred. In lieu of a degree, high school diploma or GED, and 2-4 years of related experience in a human resources role. Recent college graduates or current college seniors with related experience through internships or volunteer experience will be considered. Must have excellent communication skills, both written and verbal, demonstrated computer proficiency, including Microsoft Office Suite, Microsoft Outlook, and other software applications essential to this position. Knowledge of Human Resources Information Systems is strongly preferred. Must possess outstanding organizational skills with attention to detail, proven ability as a problem solver and self-starter, and the ability to handle sensitive and confidential information while maintaining professionalism. Must be a strong team player. Must have an automobile available for business use and maintain a current driver's license and current auto insurance with acceptable coverage levels. Will be required to work a flexible schedule to include evenings and weekends as needed. The candidate must be willing to engage in Agape's Performance Quality and Improvement (also known as Continuous Quality Improvement) standards of quality & excellence.

Minimum Hourly Salary: $22.00

About Agape:
Agape Child & Family Services is a faith-based, non-profit organization dedicated to providing children and families in Memphis with healthy homes. Agape serves nearly 10,000 children and families each year in an effort to keep them safe, smart and successful through school-based initiatives and site-based services in under-resourced communities; counseling; homeless services; adoption and foster care. In partnership with the Tennessee Department of Human Services, Agape and its community partners have expanded services via a two-generation model, wholly serving youth and parents in a poverty-reduction strategy, providing support, permanency, and sustainability in Frayser, Hickory Hill and Whitehaven. To learn more, call 901.323.3600 or visit agapemeanslove.org.

We are Proud to Offer: Competitive Pay, Excellent Benefits, Paid Holidays, and Opportunities for Professional Growth and Development

Visit Our Online Career Portal to Apply:
http://agapemeanslove.org/career-opportunities/

*All positions require a valid driver's license and automobile insurance. All applicants are subject to a drug screening and background check. Agape is a Christian organization and has certain religious requirements for its employees.