

United Way of Central Iowa leads the fight for the health, education, and financial stability of all central Iowans.



Human Resources Specialist

Position Posted: July 29, 2022	Application Deadline: August 12, 2022
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- To apply, please send a cover letter and resume to careers@unitedwaydm.org
- For more organizational information, please visit www.unitedwaydm.org

United Way of Central Iowa is seeking a Human Resources Specialist to support and advance United Way's mission of improving lives by providing organizational support for HR related work and initiatives. This position reports to the HR Director and will work with a variety of staff at all levels to ensure responsive, efficient, and effective HR operations. Position accountabilities include but not limited to assisting with recruiting and hiring, new employee orientation and onboarding, benefits administration, payroll processing, employee file maintenance, special projects and answering employee inquiries and external calls as appropriate.

The ideal candidate will have worked in an HR role or department, enjoy providing customer service to employees and contribute toward maintaining positive and inclusive HR practices in the organization. The ability to build positive relationships and establishing trust with others is key to be successful in this role. The person in this role must be highly organized, have a keen eye for attention to detail and have experience and/or knowledge in recruiting, payroll systems, and benefits administration. Starting salary range for this nonexempt position is \$20.00-22.00 per hour depending on experience. Candidates with diverse backgrounds are encouraged to apply!

Why choose United Way of Central Iowa?

United Way of Central Iowa is an established and highly respected nonprofit in the Central Iowa area and the United Way Worldwide network. Employees at UWCI have a passion for the organization's mission and community impact work and strive to create a positive, inclusive, and welcoming work environment. Our Core Values of **Compassion, Integrity, Community Engagement, Responsiveness, and Striving for Excellence** is the foundation for how we do our work and to reach our aspiration to "Engage Community to Empower All." In addition to a competitive salary and robust benefits package including health insurance, a dental and vision plan, 401(k) with match and paid life insurance, we offer the following:

- Generous paid vacation plan, holidays, a personal holiday and sick time

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- Paid volunteer time off
- Convenient central Des Moines location with free parking
- On-site fitness center
- Tuition Assistance
- Commitment to employee professional development
- A commitment to fostering diversity, equity, and inclusion practices
- Fun monthly opportunities for employees to build camaraderie
- Wellness initiatives

Essential Accountabilities Include (but not limited to):

- Provides daily administrative support for the organization's human resources function.
- Assists with recruiting activities including creating and posting positions, screening applicants as received, making initial phone contact with selected applicants for further screening and scheduling interviews for candidates, hiring managers and other selected staff to participate in the interview process.
- Processes new employees, payroll changes, electronic time keeping, and runs bi-weekly payroll via our payroll vendor Paylocity.
- Processes new hire benefit enrollment materials.
- Assists with preparation and processing for new employee orientations and employee terminations, including notifying applicable staff persons of the new hire or termination in a timely manner.
- Answers general inquiries from staff including payroll and benefit questions, process questions and other HR related information.
- Provides administrative support for annual HR initiatives such as benefits renewal, performance assessment process, and compensation adjustments processing.
- Assists with creating and updating HR administrative processes and procedures to ensure efficient and effective operations.
- Maintains employee HR files and ensures documentation is compliant and that employee records are accurate and up to date.
- Assists with special HR projects and includes doing research on best practices and trends in the HR industry.
- Provides verification of employment and other information for external callers as appropriate and applicable.
- Reviews and processes monthly benefit statements and billings.
- Assists with providing back up support to the front desk operations as assigned.

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Competencies:

- Customer Oriented: Ability to serve and interact with others by focusing effort on meeting their needs, concerns, and seeking to build trust.
- Relationship Building: Ability to establish and maintain a good rapport and relationships with customers and coworkers.
- Cultural Competence: Ability to understand, appreciate and interact with people from cultures or belief systems different from one's own
- Accurate: Provides error free work to meet quality objectives.
- Attention to detail: Pays meticulous attention to assigned tasks with little or no oversight.
- Organized: Ability to be structured and methodical in working skills.
- Time management: Ability to effectively use available time for the completion of necessary job tasks.
- Communication skills – Oral: Ability to send tactful and appropriate verbal messages and listen to others' response in order to convey information.
- Communication – Written: Ability to write concise, clear letters, reports, articles, or emails including proofing and editing work.
- Adaptability: Ability to adapt to changing workplace conditions.
- Initiative: Ability to act and take steps to solve or settle an issue or problem within organizational guidelines and using good judgement.
- Analytical: Gathers and develops qualitative data to draw meaningful conclusions

Education

- Bachelor's Degree preferred. Additional experience may be considered in lieu of education.

Experience

- Two to three years' experience in an office environment providing administrative support in human resources.
- Proven experience in professionally interacting with a variety of individuals from diverse backgrounds and experiences.
- Successfully maintaining confidential documents and information such as employee files and related information.
- Experience with computers and Microsoft Office applications.

United Way is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, religion, skin color, gender, national origin, ethnicity, sexual orientation, gender identity, physical or mental abilities, genetic information, pregnancy, disability, age, family or marital

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status, veteran status or other characteristic protected by applicable. United Way of Central Iowa will consider qualified candidates with criminal histories in a manner consistent with the role requirements and any applicable local, state, and Federal law.

If you are a job seeker with a disability, or are assisting someone with a disability, and require accessibility assistance or an accommodation to apply for one of our jobs, please call 515-246-6516.