Job Opportunity

September 30, 2026

Human Resource Coordinator

-- Full-time position

Reports to
Residential Director

Key Responsibilities
LifeWorks Community Services is seeking a professional and organized HR Coordinator to support the Administrative Team in developing and implementing policies and procedures.
Additional responsibilities include:

- Chairing workplace safety committees
- Administering employee benefits
- Maintaining accurate and confidential personnel records
- Coordinating employee training and development
- Supporting other human resources and administrative initiatives as needed

Qualifications

- Bachelor's degree from an accredited four-year college or university, or
- One to two years of related experience and/or training, or
- An equivalent combination of education and experience

The ideal candidate will be organized, professional, detail-oriented, and committed to supporting employees and organizational effectiveness.

Closing Date
Will remain open until filled.

If interested, contact Kristie Miller at 955-6579