

part-time human resources specialist

Join us in building a healthy community

HealthFinders helps community members take care of themselves and their families. We are community health workers, doctors, nurses, dentists, hygienists, therapists, teachers and advocates who work in clinics and schools, and in the community. We care for people of all ages. Our care is low-cost, and patients don't have to have insurance.

At HealthFinders, we believe our community is healthy when we are all healthy. We have been providing care since 2005 and are always working to help more people when and where they need it most.

About the role

HFC is looking for a Part-Time Human Resource Specialist to help with hiring, employee support, and other HR tasks. As the first dedicated HR staff member, you will organize current processes and help develop new HR practices. HFC is a growing and diverse organization with 35 staff and 25 volunteers. We offer opportunities for professional growth and welcome applicants who may not meet every qualification but are eager to learn. If you're passionate about HR and want to grow in your career, we encourage you to apply!

Part-time, exempt; .5FTE, remote available with expected regular presence at HFC locations

Location

Primarily HealthFinders Faribault and Northfield locations

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Primary duties

- Keep track of employee and volunteer records, making sure everything is correct and follows the rules. Help supervisors with reports and tracking.
- Help with employee benefits, like signing up for health insurance or answering questions.
- Update and manage HR databases with employee and volunteer information.
- Handle HR paperwork, like job verification and important forms.
- Help supervisors with performance reviews to make sure they are fair and follow the rules.
- Manage salaries to make sure they are fair and follow company policies.
- Take care of employee benefits like health and dental insurance, retirement plans, paid time off, and leave requests.
- Keep records of benefits, job changes (like hiring and promotions), performance reviews, and other important employee details for reports.

Qualifications

We know people gain skills in different ways, and many skills can be used in different jobs. Even if your experience isn't an exact match, if you're passionate about our work, we'd love to hear from you!

- A degree in Human Resources, Business, or a similar field is preferred but not required.
- Experience in HR or a related field is helpful.
- Comfortable working in diverse environments.
- Good communication and people skills.
- Able to use HR software and Microsoft Office.
- Knowledge of HR rules and employment laws is a plus.
- Detail-oriented and organized.
- Can handle private information responsibly.

Ready to make a difference?

Submit your application on the Careers of Purpose page of our website: healthfindersmn.org/jobs

Questions? Email us at careers@healthfindersmn.org

All employees must be able to work effectively in a community-based organization whose clients and staff exhibit significant diversity with respect to race, ethnicity, gender orientation, socio-economic status, nationality, and religion. Black, Indigenous, People of Color, women, LGBTQ+ community and people from other underserved communities are strongly encouraged to apply.