



SOUTHWESTERN ILLINOIS RC&D, INC.

Title: **Human Resources Specialist**

Position Description Number: **80**

Classification: **Volunteer Corps**

Position Summary:

The Human Resources Specialist will assist the Operations Manager and RC&D Council in recruiting, interviewing, training and review of volunteers associated with the organization.

Key Responsibilities:

Specific duties include, but are not limited to, the following:

1. Work with the Operations Manager to develop Position Descriptions for opportunities within the Volunteer Corps.
2. Identify and implement recruitment activities directed towards specific positions.
3. Collect and review applications from interested candidates.
4. Conduct preliminary interviews with candidates.
5. Develop a format and assist in conducting period reviews.
6. Review and update Volunteer Corps Policy Manual.

Qualifications:

The Human Resource Specialist will possess:

1. A minimum of five years experience in Human Resources in a for profit or not for profit environment.
2. Strong organizational skills
3. Knowledge of the Microsoft Office Suite, including: Word and Outlook, Access and PowerPoint
4. Access to email.
5. Strong communications skills, including writing, listening and presentation.

Supervision:

This position will report directly to the Operations Manager.

Longevity:

The individual selected for this position is expected to serve for a minimum period of two years.

Level of Commitment:

It is expected that an individual will commit a minimum of 32 hours per month towards activities associated with this position, although additional hours may be required during the initial phases of the development of this program.

Workplace Location:

This position will work out the RC&D office in Mascoutah. A portion of the work could be completed at the selected candidates home office, pending compatible hardware and software.

Benefits:

The Human Resource Specialist is subject to the following benefits associated with this position:

- √ Reimbursement of approved expenses
- √ Ability to gain practical work experience; recognition for work products produced
- √ Ability to share in the rewards of assisting in the protection of the natural resources within the region
- √ Ability to meet new people
- √ Ability to share skills, and/or learn new skills