



## POSITION ANNOUNCEMENT

### **TITLE: Human Resources Manager**

Special Olympics Illinois is a not-for-profit organization offering year-round training and competition in 18 sports for more than 23,000 athletes with intellectual disabilities across the state. The Special Olympics Illinois is dedicated to shaping a culture where people with and without intellectual disabilities are fully integrated into the community by providing opportunities in competitive sports, health education, leadership and personal development. As a part of the Special Olympics Illinois team, you'll join an energetic and hard-working group of individuals committed to transforming the lives of those we serve

### **Position Overview**

The Human Resources Manager oversees all the administrative duties related to the operations of human resources for Special Olympics Illinois throughout the state of Illinois. This position will help lead implementation and administration of Human Resource policies, program and practices.

### **Primary Duties and Responsibilities**

- Conduct new hire processing and ensure completion of all required new hire documents.
- Enter all employment-related data into applicable HR databases and spreadsheets.
- Coordinate background checks for all new employees and existing employees.
- Administer the bi-Annually performance evaluation process.
- Work directly with hiring supervisors to develop advertising of open positions with a focus on expanding workforce diversity
- Helps Administer COBRA, FSA, HSA, and 401K
- Monitor HR general voicemail, job line and respond to employment verifications.
- Assist in planning and executing of special events such as benefit enrollment, organization wide meetings, and employee recognition events.
- Maintains the integrity and confidentiality of human resource files and records
- Processes payroll bi-weekly, answers frequently asked questions from applicants and employees relative to standard policies, benefits, hiring process, etc.
- Answers and directs departmental phone calls.
- Receives and distributes office mail.
- Perform administrative tasks and services to support effective and efficient operations of the organization's human resource department
- Schedules and organizes appointments; takes minutes during all staff meetings.
- Processes required paperwork for onboarding, employee transfers, changes in job classification, salary increases, and other related employment matters.
- Preparation of human resource reports such as attendance, new hire, and turnover reports
- Provides excellent customer service with team members, management, donors, vendors and external constituents in a timely, courteous and professional manner regarding personnel matters
- Provides support on other projects as needed and assigned

### **Qualifications**

- Associates degree in related field required; 1-3 years of prior related HR office experience preferred with minimum of one-year (1) experience and/or training using Microsoft office products, Adobe and payroll processing
- Prior HR experience preferred including knowledge of Equal Employment Opportunity rules and regulations and Laws governing Workers Compensation
- Excellent computer skills including proficiency in Microsoft office products
- Strong organization and time management skills with exceptional attention to detail and high level of accuracy

### **Special Olympics Illinois**

605 E. Willow St., Normal, IL 61761

Tel 309-888-2551 Fax 309-888-2570

[www.soill.org](http://www.soill.org)

*Created by the Joseph P. Kennedy Jr. Foundation for the benefit of persons with intellectual disabilities*



- Duties require broad conceptual judgment, initiative and ability to deal with complex issues
- Ability to learn functionality of databases and manage data across several platforms
- Excellent communication skills, both written and oral; must have good command of English language
- Must work well independently and in a team setting
- Extensive knowledge of office management systems and procedures
- Must have excellent interpersonal, organization and multitasking skills and excellent oral and written communication skills with the ability to manage sensitive and confidential situations with tact, professionalism and diplomacy
- Ability to multi-task, work under pressure and meet deadlines
- Meets all team deadlines and responsibilities, listen to others and value opinions, help team to meet goals, welcome newcomers able to work collectively with the SOILL team
- Professional and resourceful style; must possess the ability to take initiative and manage multiple tasks and projects

### Work Schedule

- Based out of Headquarters Office in Normal, IL
- Reports to Chief Financial & Diversity Officer
- Monday through Friday with occasional evenings and weekends as position demands
- 1-2 event attendance is required annually
- Position is security-sensitive and requires the signature of a Confidential Information and Nondisclosure Agreement
- Independent in-state travel occasionally required, including some overnight and weekend travel as an essential function of position
- Physical mobility required: must be able to climb stairs, assist in setup and breakdown at events, stand or sit for long periods of time, and load and unload vehicles
- Medium work required, which involves lifting no more than 50 pounds at a time with frequent lifting or carrying of objects weighing up to 25 pounds; requires a good deal of walking, standing, and/or sitting with some pushing and pulling of arm or leg controls; includes sedentary work
- Close visual acuity required to perform activities such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading; visual inspection involving small defects, small parts, and/or operation of machines; operating motor vehicles
- Valid driver's license and proof of insurance is required
- Offers of employment are contingent upon clear results of a background check

### Benefits

- This full-time position includes an excellent compensation and benefits package including health, dental, vision, life, voluntary disability insurance, a retirement savings plan with company match, generous paid time off benefits, and more.

### To Apply

- To apply for this position, please send a copy of your resume with a cover letter to Cindy Villafuerte at [cvillafuerte@soill.org](mailto:cvillafuerte@soill.org)

*Special Olympics Illinois is committed to building a diverse, creative, engaged, collaborative, and hard-working team that is dedicated to our athletes, our communities, and each other. Our employees are our most asset, and we aim to create a positive atmosphere where employees feel valued and fulfilled. We truly want people to love working here, and we strive to create a culture that allows for growth, opportunity, and fun.*

*Special Olympics Illinois is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, religion, creed, age, disability, sex, gender identity or expression, sexual orientation, familial status, pregnancy, predisposing genetic characteristics, military status, domestic violence victim status, criminal conviction, and all other protected classes under federal or state laws.*