

Human Resources/Volunteer Services Coordinator

Full time, 32 hours/week

Performs various Human Resource and Volunteer Services responsibilities including employee/volunteer records maintenance, timekeeping, recruitment, and new employee/volunteer orientations. Maintains documentation; assists with data entry and report generation. Identifies actual and anticipated sources of volunteers by developing partnerships and networks in the community to assist in the recruitment of volunteers. Some state-wide travel required.

Qualifications:

Associate's Degree and two (2) years' experience in Human Resources or volunteer management or an equivalent combination of training, education and experience.

Knowledge of best practices human resources and/or volunteer management.

Excellent presentation and community relations skills.

Excellent organizing, prioritizing and scheduling work assignments.

Demonstrated knowledge of Microsoft office software and databases.

Salary is commensurate with experience. Interested candidates should submit a letter of interest including salary requirements and resume to: jobs@seniorsplus.org or:

Human Resources

SeniorsPlus

8 Falcon Road

Lewiston, ME 04240

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