

Human Resource Specialist (HR Specialist)

Association of Area Agencies on Aging (P4A), the trade association for Pennsylvania's 52 Area Agencies on Pennsylvania Aging (AAAs), recruits an experienced HR Specialist to join P4A as a reliable team member.

The HR Specialist will support the development, implementation, and administration of the HR policies and procedures of the association and recruit and onboard the best staff. In collaboration with the Director of Operations, the individual will assist in coordinating efforts in recruiting, hiring, and training staff and will work to retain high-quality employees to support P4A's mission and vision. The HR Specialist will report to the Director of Operations for updates, progress, risks, and issues.

Applicants should possess a bachelor's Degree in Human Resources or a closely related field with three years of experience. In Human Resources is preferred, or equivalent work experience. Experience with HRIS and Payroll systems, a high degree of organization, and the ability to independently and proactively prioritize tasks, address concerns, and troubleshoot with high accuracy are expected, along with a customer service orientation. Applicants must be willing to be held accountable and receive feedback. Comfort with technology, including MS Office Suite (Outlook, Word, Excel, and PowerPoint) and/or willingness to learn is required. Applicant must have the ability to work in a fast-paced environment with changing priorities and a commitment to the mission and values of P4A. US work authorization and successful completion of pre-employment background checks and clearances. Excellent verbal and written communication skills and advanced computer skills are required. A valid PA Driver's License and access to reliable transportation are also required.

P4A offers a competitive salary and a generous benefits package (Health, Dental, and Vision, Life Insurance, Retirement, and Paid time off).

Office setting with a possibility of limited remote work after the introductory period and as allowed by work requirements.

Hours: Monday through Friday, 8:00 am to 4:30 pm or 8:30 am to 5 pm.

Interested applicants should email admin@p4a.org a cover letter, resume, and three work-related references.

The email's subject line must reference "HR Specialist."

Applications and resumes will be accepted through February 12, 2024.

Starting salary is in the range of \$52,995.61 - \$61,436.44 a year, based on experience and expertise.