

# Human Resources Associate (Part-Time)

## United Way of Weld County

### ORGANIZATION OVERVIEW

Through the vision and support of United Way donors and volunteers, together we are building a better Weld County, one where:

- children are reading to learn by the start of fourth grade
- youth are working at good jobs by age 25
- families have stable housing
- older adults are aging well and
- people are connecting to the help they need.

### OVERVIEW OF RESPONSIBILITIES

*The Human Resources Associate will provide administrative support to the HR Manager. This may include scheduling onboarding, completing payroll process, employee file maintenance, posting job listings, and a variety of other administrative HR tasks. This is an entry-level position, excellent for someone interested in learning about key human resource functions.*

### KEY RESPONSIBILITIES/ESSENTIAL FUNCTIONS

- Maintain employee files, both electronically and hard copies
- Schedule and initiate new hire onboarding and orientations
- Take the lead in processing payroll
- Complete termination paperwork
- Help employees access their payroll, insurance, and retirement information
- Assist in posting job listings and identifying candidates
- Support all HR functions needed

### *United Way of Weld County General*

- Support and promote the mission, values, goals and objectives of United Way, including representing United Way in professional organizations and the community (as assigned).
- Support fundraising efforts of United Way and activities that support United Way.
- Support United Way annual events, disaster response, and other activities as assigned.
- Participate in staff meetings and in service opportunities.
- Contribute to organizational promotions including writing promotional copy, proofreading informational and campaign materials, participation in outreach, etc.
- Other duties as assigned.

### UNITED WAY WORLDWIDE CORE COMPETENCIES FOR ALL STAFF

814 9th Street - Greeley  
PO Box 1944 - Greeley, CO 80632  
970-353-4300  
UWWC@UnitedWay-Weld.org  
www.UnitedWay-Weld.org



- Mission-Focused: Catalyze others' commitment to mission to create real social change that leads to better lives and healthier communities. This drives their performance and professional motivations.
- Relationship-Oriented: Understands that people come before process and is astute in cultivating and managing relationships toward a common goal.
- Collaborator: Understands the roles and contributions of all sectors of the community and can mobilize resources (financial and human) through meaningful engagement.
- Results-Driven: Dedicated to shared and measurable goals for the common good; creating, resourcing, scaling, and leveraging strategies and innovations for broad investment and impact.
- Brand Steward: Steward of the brand and understands his/her role in growing and protecting the reputation and results of the greater network.

### **EDUCATION/EXPERIENCE REQUIREMENTS**

- High computer literacy required: demonstrated ability with MS office including excel, Outlook, and Teams
- Associate's degree or two years' experience working in human resources support

### **ESSENTIAL SKILLS**

- Able to navigate ADP, Excel, Outlook, Teams, CareerPlug, and a variety of job listing, insurance and other large corporate websites
- Willingness to learn new processes, systems, and best practices
- Accurately follow detailed instructions
- Demonstrate keen attention to detail
- Alter priorities and return to tasks as things come up
- Maintain discretion with sensitive information under all circumstances
- Comfortable meeting new people
- Bi-lingual, Spanish speaking preferred

### **POSITION INFORMATION**

- Part-time, non-exempt
  - 20-25 hours per week, must be between the hours of 8-5, but specific schedule is flexible
- Pay Range (H3): \$16.77-18.88 per hour
  - Plus \$.48 per hour Spanish speaking differential, if applicable
- Supervisory duties: n/a
- Reports to: Human Resources Manager
- Eligible for remote work: Yes, after 90 days with approval
- Background and credit check required

### **BENEFITS**

- The leave plan includes vacation, sick, parental leave, and at least 14 paid holidays.

- The retirement plan is open to all employees after one year, and the employer contribution is determined by the Board of Directors.

#### **EQUAL OPPORTUNITY EMPLOYMENT STATEMENT**

United Way of Weld County is an Equal Opportunity Employer and conducts its recruitment and hiring based solely upon job-related qualifications, without regard to race, color, religion, age, sex, national origin, sexual orientation, disability or veteran status.

#### **APPLICATION INSTRUCTIONS**

Please visit our website at <https://www.unitedway-weld.org/careers> to view the full job description and application instructions.

Send resume and cover letter to Rebecca Rickers, Human Resources Manager, at [rrickers@unitedway-weld.org](mailto:rrickers@unitedway-weld.org). Review of applications will begin on April 15, 2024 and will continue until position is filled.

