



Position Announcement: Payroll/HR Coordinator

Heart of Oregon Corps is hiring for a qualified Payroll/HR Coordinator with motivation, professionalism, talent, and passion for empowering and inspiring positive change in the lives of young people.

Heart of Oregon Corps is a large regional non-profit that operates 6 youth training programs across Central Oregon. At Heart of Oregon Corps, 16-24 year old local young people with barriers to success improve their own lives while gaining job skills on projects that improve the community. The position is located in Bend, OR, at the main office. Learn more at www.heartoforegon.org.

We're currently looking for a Payroll/HR Coordinator who can contribute to a finance department that supports a \$3-million-dollar budget, up to 50 staff, and over 350 young people each year. Our department prides itself on accuracy, timeliness, and attention to detail.

This position collects and reviews timesheets that are processed by an outside vendor, enters payroll data into accounting software, maintains human resource records, assists with new hire on-boarding, coordinates staff benefits enrollments and benefits education, helps maintain HR policies and procedures, and assists the Executive Director with specific tasks as assigned.

This position is supervised by the Finance Director and is part of a 6 person administrative team, located in Bend, OR, that supports all HOC youth programming. The administrative team shares general office and reception duties, such as answering incoming calls, opening and dispersing mail, and greeting visitors.

The ideal candidate will have a combination of post-secondary training and job experience in human resources, finance, and/or office administration. HR specific experience or training is preferred. Candidate must be proficient with common computer software and office technology, have the ability to work in a fast-paced often changing environment, and be focused on attention to detail, accuracy, and timely completeness of tasks. Professionalism, confidentiality, and reliability required.

Starting wage for the position is \$15.50-16.00/hour. This is a full-time, year-round, hourly staff position, with employee health, dental and vision benefits paid 100% by the employer, 9 paid holidays, and 80 hours paid vacation and 40 hours paid sick time/year.

If you are interested, please submit the following to Hayley Craig, Finance Director:

- A HOC Employment Application
- A Cover Letter (in an email is ok)
- A Resume

Send to: Heart of Oregon Corps
PO Box 279, Bend OR 97709

-or-

HR@heartoforegon.org

-or-

541-306-3703 (fax)

Final candidates will need to complete an interview, additional paperwork, provide references, and complete a post-offer background check and drug screening. We are an Equal Opportunity Employer, women and minority candidates are encouraged to apply.

Submit your application by Monday, April 3rd for consideration.

Thank you for your interest!