

Job Opening: Human Resources Director

HopeSpoke has an immediate opening for a full-time Human Resources Director. This position will be responsible for a wide range of duties including implementation of employee benefits to include health insurance, supplemental insurance, retirement, and disability, new hire orientation, management of employee records, and the administration of annual employee evaluations. The Human Resources Director will serve as a support to other members of the Leadership Team, Supervisory staff and HopeSpoke personnel. This successful applicant must be able to engage employees, demonstrate initiative, and have strong interpersonal, communication, organizational skills and a keen attention to detail. In addition they will have the ability to work effectively and flexibly with a group and independently.

Minimum Requirements:

- Bachelor's degree
- Previous personnel management, payroll and supervisory experience strongly desired
- Proficient in Word, Excel and other Microsoft Office software
- SPHR/HR certified professionals will be highly considered

Excellent benefits. HopeSpoke is an Equal Opportunity Employer.

If you would like to be considered for this position, please submit your resume to kmstephenson@hopespoke.org or mail it to:

HopeSpoke
Attn: Katie McLeese Stephenson
2444 O Street
Lincoln, NE 68510

Contact Human Resources at 402.475.7666 with questions.