



Human Resources Coordinator: Performs HR related duties on an administrative level in the following functional areas: employee relations, recruitment/employment, benefits administration, performance management, policy implementation, personnel records, affirmative action and employment law compliance. Must be flexible and adaptable; must be able to work and communicate with both internal and external constituents. Must maintain high level of confidentiality and integrity dealing with sensitive issues. Requires organizational skills and computer knowledge – Excel proficiency required. BS degree in a related field and 3 to 5 years of HR related experience preferred. Equivalent combination of education and experience will be considered. SHRM or HRCI certification a plus. Benefit package offers health insurance, other insured benefits, paid vacation, sick leave and holidays, and retirement. Pre-employment drug screen and background check required. Submit resume to Macon Program for Progress, P O Box 700 Franklin, NC 28744 **Or** submit resume electronically to csutton@mppnhc.org .