



**SEATTLE
COUNSELING
SERVICE**

Human Resource Specialist Job Announcement

Seattle Counseling Service (www.seattlecounseling.org) is a community resource that advocates, educates and serves to advance the social well-being and mental health of the Lesbian, Gay, Bisexual and Transgender (LGBT) community. SCS is looking for an H.R. Specialist to coordinate human resource operations for a non-profit organization with 65+ employees specializing in mental health and addiction services.

Responsibilities:

- Recruiting and screening potential employees
- Coordinating onboarding of new hires and conducting orientations
- Creating and coordinating agency-wide performance review process
- Recommending and coordinating employee training activities
- Administering compensation, benefits, performance and other related programs
- Assist leadership staff in handling employee relations
- Ensure compliance with employment laws and regulations
- Review and update agency Personnel Policies & Procedures
- Maintain personnel files
- Other duties as assigned

Experience:

- 3 – 5 years' experience working directly in human resources
- Non-profit experience preferred
- Bachelor's Degree preferred

Schedule: Full-Time, 40 hours/week

Salary: Depends on experience.

Benefits: Generous sick time, vacation time, holiday leave, medical, dental and vision plans, 401K with 3% employer match.

To Apply: Send cover letter and resume to hr@seattlecounseling.org. No calls.

Seattle Counseling Service is an equal opportunity employer committed to a diverse, multicultural work environment. People of color, people with disabilities, and people of diverse sexual orientations, gender expressions and identities are encouraged to apply.