

EMPLOYER - ALSO COMPLETE SHADED SECTION FOR DCC USE

Instructions to Employers: Submit completed form via Email to: act@sunydutchess.edu

Employer:	Green Chimneys
Street Address:	400 Doansburg Rd
City, State, Zip:	Brewster Ny 10509
Phone:	845-279-2995 x171
Website:	www.greenchimneys.org
Contact Name/Title:	Joanne Conrad/ HR Manager
E-mail:	jconrad@greenchimenys.org

Position Title: HR Associate

Part-Time Full-Time

Company/Organization Name:	Green Chimneys
Location:	Brewster, NY
Company/Organization Profile & Size: (include website)	www.greenchimneys.org Green Chimneys is a multi-faceted nonprofit organization helping young people to maximize their full potential by providing residential, educational, clinical and recreational services, in a safe and supportive environment that nurtures connections with their families, the community, animals and nature. 600 employees
Industry:	HR at an Education and Social Services Nonprofit
Position Description/ Responsibilities: (include where job is located)	<p>Get to know us: For over 75 years, Green Chimneys a multi-faceted nonprofit organization is helping young people to maximize their full potential by providing residential, educational, clinical, and recreational services, in a safe and supportive environment that nurtures connections with their families, the community, animals, and nature.</p> <p>Culture: Green Chimneys has built its success through valuing diversity in our workforce and clientele. Our programs are developed to recognize, respect, and respond to the unique, culturally defined needs of persons and families within our service population. We strive to create an inclusive, respectful and equitable environment in order to serve our diverse clients with culturally sensitive services.</p> <p>Mission: We strive to give our clients support, resources, and the ability to heal through the work of animal-assisted therapy and nature-based learning all while developing the skills and confidence to grow into independent young adults.</p> <p>Role Overview: The Human Resources Department is looking for an HR Associate to join our team. This position requires excellent teamwork as the incumbent will be working with several departments throughout the agency. This individual is among the first to connect with our new hires and will welcome and support the employees as they start their career with Green Chimneys. The HR Associate performs and tracks all compliance related activities associated with new hire recruitment, including but not necessarily limited to running of criminal and/or other required background checks, health assessments, transfers, and ensuring timely completion of references and other</p>

	<p>required new hire paperwork; all with the goal of processing new hires in the quickest amount of time possible. The HR Associate will prepare for audits, and ensure all information is entered into several systems for such audits. Characteristics we are looking for in an ideal candidate include a candidate that is friendly, organized, precise, and analytical.</p> <p>This is an hourly position \$20.00 per hour and is benefit eligible.</p> <p>Brewster, NY</p>
Qualifications/ Required and/or Preferred Skills:	<p>What you bring to Green Chimneys:</p> <p>High school diploma or equivalent required; associates degree or bachelor's degree preferred.</p> <p>Working knowledge of Microsoft Word, Excel and Power Point required.</p> <p>Experience using Sage HR Software preferred.</p> <p>Experience and/or interest in Human Resources required.</p> <p>Experience with data entry required.</p> <p>Bilingual (Spanish) preferred but not required.</p>
Employment Type:	<input checked="" type="checkbox"/> Hourly <input type="checkbox"/> Salary
Wage Rate or Range	\$20.00 per hour

How to Apply:

E-mail: employment@greenschimneys.org
Online: www.greenschimneys.org
U.S. Mail:
Contact Name & Title: Joanne Conrad/ HR Manager
Include: <input checked="" type="checkbox"/> Resume <input type="checkbox"/> Cover Letter

Additional Comments:
