



POSITION AVAILABLE

Outreach Community Ministries, Inc. (OCM) is a Christian, community service organization seeking to attract and hire a diverse staff of highly competent professional employees.

Position Title: **Benefits & Compensation Specialist**

Department: **Administrative Office—Wheaton, IL**

The Administrative Office houses the Finance, Resource Development, Human Resources, Volunteer Services, Grant Management and Executive offices for Outreach Community Ministries and its divisions: The Outreach Community Center in Carol Stream, Wheaton Youth Outreach, Warrenville Youth and Family Services, York Community Resource Center and the Outreach Community Counseling Centers.

Job Responsibilities: The Compensation & Benefits Specialist is responsible for onboarding new employees; payroll processing two times each month; the administration of employee benefits including insurance enrollment/ termination and advocacy, management of paid time off and other leave time; employee benefits communications and records management. The Compensation & Benefits Specialist is also responsible for salary research, compensation planning assistance and report generation.

The Compensation & Benefits Specialist works alongside the 3-member human resources staff team and reports to the Human Resources Director.

Requirements: A strong desire to resource and support agency staff in a non-profit and mission-focused environment. Bachelor's degree; 3-4 years of payroll processing and/ or benefits administration experience; strong informational and educational writing ability; analytical and detailed-oriented with the ability to think independently, question and problem solve; self-starter with ability to collaborate. Intermediate to advanced-level skill in Microsoft Outlook, Excel & Word. ADP Payroll or HRIS experience required. SHRM-CP a plus. Must possess high integrity with the ability to process sensitive issues and maintain confidentiality. A commitment to OCM's Statement of Mission and Faith required.

Status: Full-time at 40-45 hours per week. Monday-Friday 8:30am-5pm or 9am-5:30pm.

Salary Range: Salary for the position falls between \$41,000 and \$50,000 based on experience, education, technical skills and certification.

Send Resume to: Heather Hernandez | Director of Human Resources
www.outreachcommunityministries.org | hhernandez@outreachcommin.org

OCM complies with all applicable state and federal laws pertaining to nondiscrimination in employment, including nondiscrimination on the basis of race, color, sex, national origin, age, and disability. As a religious organization, OCM reserves the right to make employment decisions based on its religious identity, as permitted by state and federal law.