



402 N. St. Louis Ave. Chicago, IL 60624 PHONE: (773) 722-1144
FAX: (773) 722-1434 www.breakthrough.org

CAREER OPPORTUNITY

Title: Human Resources Assistant

FLSA Code: Non-exempt; Part-time

Location: Breakthrough Men's Center 402 N. St. Louis Avenue Chicago, IL 60624

We are Breakthrough:

Breakthrough partners with those affected by poverty to build connections, develop skills, and open doors of opportunity. Breakthrough is intentionally located in and works alongside residents in East Garfield Park. Each year, Breakthrough has the opportunity to work with over 6,000 local residents and their families.

Position Summary:

The Human Resources Assistant's duties will include but not be limited to:

- Assist with all aspects of recruiting, screening and hiring candidates for open non-exempt positions
- Assist with employee on-boarding processes
- Work with Accounting Coordinator to process payroll
- Perform employment verifications as needed
- Manage personnel
- Track progress of Performance review process (initial, 90-day, annual)
- Prepare periodic reports as requested
- Maintain HRIS database
- Assist in the development and updating of the HR section of the website
- Assist with benefit orientations and other benefit training, as needed. Processes enrollments, changes, and terminations of participants in all benefit plans and programs.
- Serve as a member of Staff Council
- Assumes other duties as assigned by the HR Coordinator or CAO.

Educational/Experience Requirements:

Minimum of Bachelor's degree in Human Resources, Business Administration, or related discipline preferred; 3-5 years related experience in Human Resources, non-profit experience preferred; or a combination of college course work and related experience.

Compensation/Benefits:

In exchange for the above, we offer competitive wages and a comprehensive benefit package including: paid sick time, free fitness center membership, employee discounts and more.



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To Apply:

Send/email/fax cover letter, resume along with grant proposal writing sample to:
Breakthrough Urban Ministries

Attn: Human Resources

402 N. St. Louis Avenue

Chicago, IL 60624

E: mdouglas@breakthrough.org

Fax: (773) 722-1434

We regret that we cannot take phone calls regarding this position.

Breakthrough is an Equal Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, sex, national origin, age, disability, marital status, veteran status, political affiliation, sexual orientation, or any other non-merit factors. If a reasonable accommodation is needed for any part of the application and hiring process, please contact us via the telephone number listed above. The decision on granting reasonable accommodation will be on a case-by-case basis.