



Human Resources Manager

Maine-Niles Association of Special Recreation (M-NASR)

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Closing Date:

Salary: \$76,000 - \$81,000 (DOQ)

Description:

Human Resources Manager

Hiring Pay Range: \$76,000 – 81,000 (Depending on Qualifications)

The Maine-Niles Association of Special Recreation (M-NASR) is seeking an experienced and people-focused **Human Resources Manager** to lead and manage all HR functions within our organization. This role plays a key part in shaping culture, supporting employee development, and ensuring compliance with employment laws and best practices for sixteen (16) full-time and 300+ part-time/seasonal employees.

M-NASR is located just north of Chicago and has been providing recreational programs and services to individuals with disabilities since 1972. Today we serve over 1,300 children and adults in more than 600 programs, trips, and special events each year within our seven member districts.

Key Responsibilities

- Develop, implement, and maintain HR policies and procedures
- Oversee recruitment, onboarding, and retention strategies
- Manage employee relations, performance management, and disciplinary processes
- Ensure compliance with labor laws, regulations, and association standards
- Administer compensation, benefits, and payroll coordination
- Support leadership with workforce planning and organizational development
- Lead training, engagement, and diversity initiatives
- Maintain accurate HR records and reporting

Qualifications

- Five (5) years of professional experience in human resource management **OR**
- Bachelor's degree in human resources management, or related field plus three (3) or more years of HR experience
- Experience in recruitment, personnel records management, and HR administration
- Working knowledge of employment laws and regulations

- Proficiency in Microsoft Word and Excel
- Ability to work independently with minimal supervision
- Strong problem-solving skills and ability to meet deadlines with accuracy
- PHR, SPHR, or related HR certification a plus

What We Offer

- Competitive salary and benefits package
- Opportunities for professional growth and development
- Supportive and collaborative work environment
- [Health insurance, retirement plan, flexible work options, etc.]

To Apply:

View the full job description and apply for position at:

Job Openings - Maine-Niles Association of Special Recreation
M-NASR is an Equal Opportunity Employer