



POSTED: September 12, 2022

Job Announcement: Human Resource & Administrative Coordinator

Come join our team and make a difference! The Sunset Empire Park & Recreation District (SEPRD) is looking for an enthusiastic, professional, and communicative individual to serve our District as the Human Resource & Administrative Coordinator. The individual selected will be charged with facilitating all people and team processes for all SEPRD team members and supporting the District Board and Executive Team.

The successful candidate will have a passion for working well with others and representing the employees of the District as well as ensuring that District policies and practices are in accordance with federal, state and district regulations.

A Bachelor's Degree in Human Resources or related field (business, sociology, marketing, education, psychology, communication or organizational management) is helpful but not a prerequisite. SEPRD will work with the candidate selected to provide appropriate training. Any combination of education and experience which provides the applicant with the desired skills, knowledge, and ability required to perform the job may be considered.

For more information, to download an application, and to review a complete job description please visit: www.sunsetempire.com

How to Apply: Submit: cover letter, resume, and references (3) to:

Skyler Archibald, Executive Director
Sunset Empire Park & Recreation District
1140 Broadway
Seaside OR 97138 OR

Email application to: sarchibald@sunsetempire.com

Term: Full-time, Exempt

Salary Range: \$48,000- \$58,000

Benefits: Medical, Dental, Vision, and Life Insurance
Medical spending account
12% of salary contributed to a deferred compensation plan
Paid vacation
Floating holidays
Sick leave



Employee Wellness Program

- Anticipated start date:** October 17, 2022
- Closing Date:** **September 26, 2022**
- Interviews:** Selected candidates will be interviewed initially between September 27-30 and possible follow-up between October 3-7.
- Questions:** Skyler Archibald
sarchibald@sunsetempire.com
503.738.3311 x 103
- Background Check:** Must be able to pass background check