



HUMAN RESOURCES SPECIALIST COMMUNITY-BASED SERVICES HR DEPARTMENT– COLUMBIA, SC

South Carolina Youth Advocate Program (SCYAP) is seeking an organized, detail-oriented HR Specialist to join the Community-Based Services team. This full-time position will report to the Director of Community-Based Services or his/her designee, and will perform general administrative office duties such as filing, copying, typing, and answering phones; coordinating recruitment activities for part-time, contingent employees; processing personnel documentation; arranging conferences, training sessions, and workshops, and public relations events as requested; maintaining training schedules; entering and maintaining information into databases.

Position Requirements

- Minimum of a high school diploma or equivalent.
- Excellent typing and overall business skills.
- Experience and proficiency in the use of various office machines, including computers.
- Sound knowledge of organizational programs, procedures and policies.
- Well organized and able to interact effectively with agency staff and general public.
- Positive attitude and dedication to working for a company which works with an at-risk population.
- High energy, motivated individuals with strong work ethic and ability to work independently.
- Ability to maintain confidential personnel information.

For consideration e-mail resume to:

**South Carolina Youth Advocate Program
140 Stoneridge Drive, Suite 350, Columbia, SC 29210
Attn: A. Roddy/State HR
E-mail: angel.rodny@scyap.com**

Please indicate position in subject line. No phone calls please.