



Manager, Human Resources
Macon Resources, Inc. | Decatur, IL | Full Time (Exempt)

MRI (Macon Resources, Inc.), a non-profit organization in Decatur, Illinois, provides services to promote the growth, independence, and self-worth of children and adults with disabilities. We achieve our mission by offering programming which includes case management, residential services, life skills training, vocational training, job placement, children's prevention and home visiting, day care, and after-school care and summer camps.

The Manager, Human Resources, will be integral member of the management team and oversees the agency's overall administration, coordination, and evaluation of the human resource function. This will be achieved by providing direct supervision, input and strategic expertise in the areas of compensation, benefits, employee relations, recruitment and retention, safety, and training. The Manager, Human Resources will report directly to the Chief Operating Officer, and oversee a HR Generalist/Recruiter, Benefit's Coordinator, and a Safety/Training Coordinator.

The position requires a Bachelor's Degree in business management, human resource management, or a related field. Three or more years of progressive human resources experience required. Previous human resource management or experience as a human resource generalist preferred. Previous experience with HRIS required. Must be able to maintain payroll, financial, personnel, and information related to persons served as confidential and in accordance with the Mental Health and Developmental Disabilities Confidentiality Act and the Policies and Procedures on Macon Resources, Inc.

Please send a resume and cover letter detailing experience and salary requirements to:

Jacob Roddis
Chief Operating Officer
jroddis@maconresources.org
(217) 875-8803