



Shared Services

**Human Resources Assistant - Fond du Lac**  
Part-time

ADVOCAP, Inc., is a recognized leader in anti-poverty and self-sufficiency programming. We are a private, nonprofit agency committed to creating opportunities for people and communities to reduce poverty and increase self-sufficiency.

This position will provide administrative support to the Human Resources Department. This position will assist existing staff with benefit questions, benefits processes, and a wide range of projects related to HR. This could include wellness, filing, data entry, benefits, recruiting assistance, etc.

**Job Requirements:**

- A current Associates degree in Human Resources, or currently obtaining an Associates degree in Human Resources, or up to three years of previous equivalent experience preferred to meet job standards
- Excellent communication and training skills
- Some experience with wellness programs preferred
- Attention to detail is imperative
- Establish priorities and meet deadlines
- Must possess proficient Microsoft Office experience, including but not limited to Outlook, Word, Excel, and PowerPoint
- Must be able and willing to assist staff with various inquiries
- Able to work independently with direction
- Organized and professional
- Ability to work with diverse individuals and groups
- Drug screening, and fingerprinting for background checks required

Minimum starting wage is \$17.65 per hour. This part-time position will work 20 hours per week. Benefits include vacation, sick, holiday pay, and Retirement/401k option.

Please submit resume and cover letter to:

Human Resources, ADVOCAP, Inc.,  
PO Box 1108, Fond du Lac, WI 54936-1108 OR  
FAX 920-922-7214 OR Email [hr@advocap.org](mailto:hr@advocap.org)

Application materials submitted by 11/25/22 will receive primary consideration. Please include job title in subject line when applying.

www.advocap.org  
AA/EOE