

Assistant, People & Culture

The Arc Central Chesapeake Region (The Arc) supports people with intellectual and developmental disabilities (I/DD) to live, work, and connect with their community.

As the **Assistant, People & Culture**, you will provide overall operational support to the People & Culture division (commonly referred to as Human Resources elsewhere). This position will partner with People & Culture leadership to support Talent Acquisition, Talent Experience, and Talent Development with administrative activities and ongoing tasks. Administrative activities will include tasks such as managing calendars and communication, answering phone calls, completing employment verifications, and liaising with internal and external stakeholders.

The ideal candidate will be someone who is able to work collaboratively with diverse populations, take initiative, and think creatively to improve processes. Able to exercise good judgement in sensitive situations, this employee must have excellent communication and interpersonal skills.

This position requires a high school diploma or GED and two years of experience supporting Human Resources departments or multiple senior leaders, though a bachelor's degree in business or a related field is preferred. The wage is \$26.75 per hour and comes with a competitive total rewards (benefits) package. This position is eligible for periodic telework.

To apply, please visit our careers page at www.thearcCCR.org/careers or send your resume directly to talent@thearcCCR.org.

About The Arc Central Chesapeake Region

The Arc Central Chesapeake Region (The Arc) is a dynamic regional organization providing person-centered supports for people with intellectual and developmental disabilities to live, work, and connect with their communities. We advocate for equity and access for people with intellectual and developmental disabilities to live self-determined lives and foster opportunities towards self-sufficiency. To learn more, visit www.thearcCCR.org.

The Arc highly encourages all employees to become fully vaccinated against COVID-19 and other communicable diseases.