Family Medical Leave Coordinator

Plainview, NY

Full Time + Remote Work Days!

Great Opportunity for Growth in the Human Resources Field!

Join a non-profit organization that has the warmth and strong purpose to make you feel good about where you work, along with an impressive size that is a perfect place to grow your career and make a difference. We provide support to over 2,200 people throughout Nassau and Suffolk Counties **AHRC Nassau** partners with a family of organizations including Brookville Center for Children's Services, Citizens Options Unlimited and Advantage Care Health Centers. We appreciate our employees and our staff's longevity is proof!

The Employee Leave and Benefits Coordinator functions as liaison between third party administrators, employees, supervisors, as well as, the Human Resources department, and will advise on eligibility & coverage (workers comp, disability). This position is responsible for efficient support, services and administration of leave of absence processes from the commencement of leave through return from leave or separation of employment.

Here, we offer you:

- **Low-Cost, High-Quality Healthcare Insurance –***for you and your family*
- **Remote work days**
- **Opportunities for you to advance your career**
- **Tuition reimbursement**
- **Management that is kind and listens to you**
- **A diverse, inclusive team that will support you and guide you every day**
- **A feeling of pride when you realize how many people you've helped**
- **Wellness incentives –** *weight loss, yoga at work, gym membership & more*
- **College Loan Forgiveness**
- **Housing Assistance to purchase your first dream home** *– Nassau or Suffolk*
- **Employee Recognition –** *you'll be appreciated!!*

We require:

- Two (2) to three (3) years' experience in Benefits or Human Resources or related field, or any appropriate combination of education and experience.
- PHR or SHRM-CP (or related designation) strongly preferred.
- Candidate must be very organized and efficient, must have excellent communication skills, must possess in depth knowledge of FMLA and leave benefits and general human resources policies, laws and guidelines.
- Computer proficiency in all Microsoft Word applications required.

- Previous experience supervising others required.

Family Medical Leave Coordinator: For immediate consideration email habdulhaqq@ahrc.org.

AHRC Nassau offers medical, dental, vision, retirement, life insurance, voluntary short/long term disability, paid time off, paid holidays, Scholarship offerings, AFLAC plans, child care, prepaid legal and much more!

Equal Opportunity Employer Proud of Our Workforce Diversity