

# Human Resources Specialist

The Jones Center at Ichauway invites applications for the **Human Resources Specialist** position. The Jones Center at Ichauway is a state-of-the-art research, conservation and education facility on a 29,000-acre forested property in Baker County, near Newton, GA. Ichauway was formerly Robert Woodruff's hunting property. In 1991 the Jones Center was created to study the science of natural resource management. Today, the Jones Center has more than 85 permanent full-time employees working to better understand the woods, water and wildlife ecosystems of the southeastern coastal plain. Further information can be found on the Jones Center's website [www.jonesctr.org](http://www.jonesctr.org). The Robert W. Woodruff Foundation is the Center's primary funder.

**Job Description:** The incumbent will be responsible for the routine functions of Human Resources for the Jones Center at Ichauway. This may include aiding in recruiting and interviewing new staff, onboarding and orienting new employees, delivering employee development and training programs, managing performance, assisting with compensation and benefits, processing payroll, and enforcing HR policies and practices. This position may interact with Foundation staff on operations and management issues. The incumbent will report to the Center's Business Administrator.

Preference will be given to candidates with **knowledge in:** State and federal employment, labor, and immigration laws; compensation, benefits, and talent acquisition principles; employee development and training program delivery.

Preference will be given to candidates with skills in: Preparing comprehensive reports and key HR metrics; delivering and facilitating training; Public and interpersonal relations; Balancing employee needs and Center objectives; Communication of sensitive issues; Interpersonal relations and conflict resolution.

Required Qualifications: Bachelor's degree in Human Resources, Business Administration, or related field; Acute ethics and sensitivity to deal with challenging and confidential issues; Excellent organization with strong attention to detail.

Preferred Qualifications: Five or more years of relevant HR experience; SPHR, PHR, aPHR, CHRM, ACHRM, or SHRM-CP certification; Passion for the Centers' mission, work, and workforce.

Compensation: commensurate with education and experience and includes a competitive benefits package.

To Apply: E-mail a completed application to: [jobs@jonesctr.org](mailto:jobs@jonesctr.org) Subject: HRS. An application can be found at [www.jonesctr.org/jobs/](http://www.jonesctr.org/jobs/) Send specific questions regarding the position to the Center Business Administrator, Mandy Dukes, [mandy.dukes@jonesctr.org](mailto:mandy.dukes@jonesctr.org).

Preference will be given to applications **received by June 16, 2025**.

The Jones Center at Ichauway is an equal opportunity/affirmative action E-verify employer.