



Mid-Columbia Children's Council Job Posting

Mid-Columbia Children's Council is a private non-profit organization serving children and families since 1987. Mid-Columbia Children's Council is a comprehensive family-centered agency serving pregnant women, infants, toddlers, pre-school aged children, teen parents and families. Programs are located in Hood River, Skamania, Klickitat, Wasco and Jefferson counties.

The purpose of the program is to enhance children's physical, social, emotional, and intellectual development; to support parent's efforts to fulfill their parental roles; and to help parents move toward self-sufficiency. Early Head Start promotes healthy prenatal outcomes, enhances the development of Infants and toddlers, promotes health and family functioning.

Site Posting: Central Office **Posting Date:** 03/23/2017 **Closing Date:** Until Filled

Funding Source: HS-EHS-OPK-ECEAP-ODE **Budgeted Hours:** 40 **Budgeted Schedule:** 12 Months

Internal Posting: Yes **External Posting:** Yes **Job Posting ID:** 43406

Start Date:

Job Posting: Human Resources Assistant

Hire Range: \$13.88-\$16.57/hr.

Job Description: Position works closely with the Human Resources Manager to provide support and assistance with the day-to-day operations of the Human Resources functions. The Human Resources Assistant carries out assigned responsibilities in the following functional areas: department operations, staff recruitment, volunteer coordination, new hire orientation, benefit and compensation administration processes, employee tracking, data management and other general office administrative support.

Job Requirements: High School Diploma or Equivalent Required, Associate's degree emphasizing Business or Human Resources strongly preferred. Minimum of one year administrative support experience in an office environment with human resources related duties required.

Benefits Eligible: Medical, Dental, Vision, Voluntary benefits available, Sick Leave, Vacation, and 401(k) Employee Contribution (after qualifying period)

MCCC will provide training and/or reimburse for all mandatory certifications and trainings.

Applications and job descriptions may be picked up at Mid-Columbia Children's Council or visit www.mcccheadstart.org. Inquiries: call 541-386-2010. Mail, fax or hand deliver completed applications with transcripts and cover letter to: MCCC, 1100 E. Marina Way, Suite 215, Hood River, OR 97031. Fax 541-386-4597

****Applications must be received by 4:30pm on closing date****

Equal Opportunity Employer