



Mid-Columbia Children's Council, Inc.

Job Posting

Are you passionate about a career in Early Childhood Education, Development & Services in beautiful Columbia River Gorge, interested in a job where you truly make a difference, want growth opportunity, competitive pay, with an exceptional benefits package? Then MCCC has the right job opportunities for you!

Mission: Educating children and families with innovative, high-quality early childhood learning opportunities and family partnerships to build better communities, one person at a time.

Location: Central Office-Hood River Posting Date: 5/2/2022 Closing Date: Until Filled

FSLA: Exempt

Budgeted Hours: 40

Budgeted Schedule: 12 months

Internal Posting: Yes

External Posting: Yes

Job Posting ID: 46025

Job Posting: Human Resource Director

Hiring Range: \$68,872 to \$89,793 annually Depending on Experience and Education.

Job Description: The Human Resources Director is responsible for directing the planning, development, implementation, administration, and budgeting of Human Resources functions, including but not limited to: employment, recruitment, retention, employee relations, EEO, compensation/benefits, employee professional development, safety compliance, volunteer management, employee leave and organizational development in accordance with all applicable federal, state and local laws, rules, guidelines and polices. The Human Resources Director develops and drives creative HR initiatives, activities and advises company management on Human Resources policy and program matters.

Job Requirements: Bachelor's degree in Human Resource/Business Management, or related field required. Six years related Human Resource experience, at least four years in a management role. Broad generalist background including coaching and counseling, performance management, employee involvement, teambuilding, as well as compensation and benefits. Knowledge of HR principles and federal/local regulations. demonstrated success in recruiting and retaining diverse employee talent, including creating and implementing recruitment strategies. Current Driver's license, insurance, and access to a reliable automobile during work hours. Pass a criminal background check meeting State, Federal and/or local requirements. **Full COVID Vaccination Required.**

Benefits Eligible: Medical, Dental, Vision, ST/LT Disability, Employee Assistance Program, Paid Training/Certifications, Tuition Reimbursement, Sick Leave, Paid Vacation, PTO, additional Voluntary Benefits, and 401(k) Retirement Plan.

Applications may be picked up at Mid-Columbia Children's Council or on our website www.mcccheadstart.org (Inquiries: call 541-386-2010). Mail, email, fax, or hand deliver completed applications with a current resume and cover letter to: MCCC Human Resources, 1100 E. Marina Way, Suite 215, Hood River, OR 97031 - Email HumanResources@mcccheadstart.org - Fax 541-386-4597

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

Equal Opportunity Employer