



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: 09.02.22** **Closing Date: 09.07.22**
FSLA: Exempt **Budgeted Hours: 40** **Budgeted Schedule: 12 months**
Internal Posting: Yes **External Posting: Yes** **Job Posting ID:**

Job Posting: Human Resource Manager

Hiring Range: \$57,636 – 77,459 annually depending on Experience and Education.

Job Description: The HR Manager plans and administers policies relating to all phases of human resources activity by performing duties personally or in coordination with the CPO to include 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.

Job Requirements:

- Bachelor's degree in Human Resources/Business Management or related field required
- A minimum of 4-6 years related HR experience, at least 2 of these years in a management role
- Broad generalist background including coaching and counseling, performance management, employee involvement, teambuilding, as well as compensation and benefits
- Thorough knowledge of HR principles and federal/local regulations
- Experience in implementing and administering performance programs, preferably in a company that put strong emphasis on performance metrics.
- Must have demonstrated success in recruiting and retaining diverse employee talent, including creating and implementing recruitment strategies.
- Exceptional project and personnel management skills
- Excellent ability to multi-task and prioritize in a busy, fast growth environment.
- Exhibit extraordinary discretion, flexibility, and willingness to work closely with senior management team
- Demonstrated commitment to the values of diversity, inclusiveness, and empowerment.
- **Full COVID Vaccination Required.**

Benefits Eligible: Medical, Dental, Vision, Disability, Employee Assistance Program, Tuition Reimbursement, Sick Leave, 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