



Mid-Columbia Children's Council

Job Posting

Are you passionate about a career in Early Childhood Education, Development and 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 opportunities for you!

Our 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.

Region: Central Office— Hood River

Posting Date: 1/17/2023

Closing Date: Until Filled

FSLA: Non-Exempt

Budgeted Hours: 40

Budgeted Schedule: 12 months

Internal Posting: Yes

External Posting: Yes

Job Posting ID: 43692

Job Posting: Human Resources Assistant

Hiring Range: \$17.79-\$21.87/hour depending on education and experience

Job Description: The Human Resources Assistant is responsible for various Human Resources functions. This includes a variety of responsibilities such as: administrative functions, recruiting and onboarding, workers' compensation, safety team planning, and benefits administration.

Job Requirements: High School Diploma or Equivalent Required, Associate's degree emphasizing Business or Human Resources strongly preferred. Ability to work independently with little supervision required. Ability to remain calm while working under pressure in a busy environment. Ability to work within timeframe of standard policies and procedures. Ability to maintain confidentiality related to sensitive company and employee information. Thorough knowledge of HR principles and federal/local regulations. Excellent ability to multi-task and prioritize in a busy, fast-growth environment. Proficiency in MS Word, Excel and Power Point is essential. Exhibit extraordinary discretion, confidentiality, flexibility, and willingness to work closely with our team. Current driver's license, insurance, and access to a reliable automobile during work hours.

Benefits Eligible: Employer paid Medical, Dental, Vision, Voluntary benefits available, employee assistance program, Sick Leave, tuition reimbursement, Vacation, PTO, and 401(k) Retirement Plan.

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

Equal Opportunity Employer