



Mid-Columbia Children's Council

Job Posting

Are you passionate about a career in Early Childhood Education, Development and Services in beautiful Columbia Gorge, interested in a job where you truly make a difference 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: Hood River

Posting Date: 1/30/2023

Closing Date: Until Filled

Budgeted Hours: 40

Budgeted Schedule: 12 Months

Internal Posting: Yes

External Posting: Yes

Job Posting ID: 43692

Job Posting: Human Resources Assistant

Base Range: \$17.79 - \$21.24/hr. Depending on experience

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. Current driver's license, insurance, and access to a car during work hours. Pass a criminal background check meeting state and federal requirements.

Benefits Eligible: Medical, Dental, Vision, Voluntary benefits available, Sick Leave, 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.

Mid-Columbia Children's Council is an equal opportunity Provider