



## **Child, Family & Community Services, Inc.**

*Providing families and children a foundation to be successful.*

### **Human Resources Representatives**

**Child, Family and Community Services, Inc.** is seeking a dynamic Human Resources Representative to assist in the overall functions and operations of the Human Resources department. This non profit corporation operates Head Start, Early Head Start, and California Alternative Payment Programs. We have one delegate agency as well as several partner agencies in service delivery. Operations take place at approximately 17 sites with budgeting and accounting for each site and program.

#### **Qualifications/Skills:**

- B.A. Degree in Human Resource Management or related field from an accredited university.
- Minimum of four years experience in Human Resources with knowledge and experience in labor relations.
- Computer proficient with specialized training in HRIS and recruiting database management/knowledge and experience of human resources specific software (preferably ADP HRB).
- Administration experience in benefits and worker's compensation.
- Experience in recruitment
- Current training and knowledge of personnel management practices.
- Current knowledge of federal and state labor laws.
- Excellent communication (verbal and written) skills and public relations.

#### **Salary and Benefits:**

- Salary \$48,000 - \$52,000 per year.
- Medical, dental, and vision coverage.
- 403(b) with agency match.
- Generous vacation leave.
- Sick leave—1 day per month.
- Paid Holidays—13 days per year

#### **About us:**

Child, Family & Community Services, Inc. is a non-profit corporation providing education and family support services to qualified families living in Southern Alameda County. The programs of CFCS currently serve almost 3000 families every year at 17 program sites located in six cities. The agency administrative headquarters is conveniently located in Union City with easy access to additional public transportation.

To apply for this position please submit your resume and supporting documentation by **Monday, July 12, 2010, 5:00 p.m.** to [hr@cfcsinc.org](mailto:hr@cfcsinc.org) or fax to (510)796-9019. For more information about our agency please visit our website [www.cfcsinc.org](http://www.cfcsinc.org) EOE