

Friends of Children and Families, Head Start
4709 W. Camas
Boise, ID 83705
Phone (208) 344-9187 Fax (208) 344-9592

JOB ANNOUNCEMENT

Friends of Children and Families (FCF), Head Start & Early Head Start is accepting applications for:

Human Resource Specialist

The principal functions of the Human Resource Specialist are to (1) plan, develop, and implement FCF human resource systems, policies & procedures related to recruitment and selection, salary administration, promotions, performance evaluation, job analysis & classification and grievances including civil rights/affirmative action; (2) facilitate organization-wide training programs and training budget; (3) monitor compliance of federal regulations and program performance standards.

The acceptable experience and training is:

- BA Degree in Human Resources or related field and/or a Professional Human Resources certification; and
- Three years experience in human resources management or administration;

OR

- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work

This position is 40 hours a week/ 52 weeks a year.

FCF, a non-profit organization, serves 464 children and their families through the Early Head Start and Head Start programs at 8 locations in Ada and Elmore Counties. FCF is a high-paced, visionary organization committed to high quality early childhood education and family services in a team-based setting.

FCF offers a comprehensive benefit package including Medical, Dental and Vision, Retirement, Short Term Disability, Life Insurance, Supplemental Insurance, EAP and competitive paid leave.

For consideration, please submit a completed FCF Job Application. Applications are available at www.focaf.org or apply in person 4709 W. Camas, Boise, ID 83705. Fax or mail completed application. Fax (208) 344-9592

Equal Opportunity Employer/Affirmative Action Employer