



**Human Resources Director**  
**Posting Dates: April 27-May 3, 2022**

Families First of Minnesota has an opening for a full-time Human Resources Director. The individual in this position reports to the Executive Director and is responsible for directing and coordinating the human resources activities including employment, compensation, labor relations, benefits administration, training, and employee services. This position works in a highly regulated environment that requires strong attention to detail to ensure compliance with state and federal funding requirements. This position supports multiple programs working to achieve positive outcomes for all young children and their families. This position works closely with the Executive Director and program managers.

Qualifications for this position are a Bachelor's Degree (B.A.) from a four-year college or university in Human Resource Management or related field; or three to five years related experience and/or training; or equivalent combination of education and experience. Society for Human Resource Management (SHRM) or Human Resource Certification Institute (HRCI) certification required. Other skills required include excellent communication skills both oral and written, proficiency in Microsoft Office software suite, strong mathematical aptitude, and great attention to detail.

Families First offers a full benefits package including health, dental, vision, life and other insurances, and retirement savings plan with employer match. This is an exempt position with paid vacation, holidays, sick leave and personal time. The range for this position is \$90,000.00-\$105,000.00 annually.

If you or someone you know is interested in applying for this position, please send your resume to [HR@familiesfirstmn.org](mailto:HR@familiesfirstmn.org).

**ABOUT US:**

Families First of Minnesota, formerly known as Child Care Resource and Referral, is a non-profit organization committed to ensuring positive beginnings for all young children and their families. For over 40 years, Families First has been serving as a resource for families, children, child care professionals and early education programs in SE Minnesota. Programs under the Families First umbrella includes Head Start, Early Head Start, School Readiness, Child Care Aware, Early Learning Scholarships, Crisis Nursery, and Child Care Consultation. Families First of Minnesota is an Equal Opportunity Employer and is committed to creating a multi-cultural, bias-free agency.