

JOB ANNOUNCEMENT

HUMAN RESOURCE MANAGER

AJFC Community Action Agency, Inc. is currently conducting a search for an experienced Human Resource Manager. This individual will report directly to the Chief Executive Officer. Duty Station: Administrative Office.

Qualification: A Bachelor's degree required, Master's degree preferred in human resource management or related field with five years human resource experience. SHRM-Certification preferred. Knowledge of Head Start Performance Standards-Human Resource Management System, is a plus.

The human resource manager is directly responsible for the overall administration, coordination and evaluation of human resource functions, such as employment, compensation, benefits, training and employee services. Must have a high level of skill and experience in computer application to operate software and databases, produce reports and spreadsheets. Strong written and verbal communication, multitasking and leadership skills.

Candidates who are interested in this position **Must** mail their **cover letter, resume, three letters of reference at least two (2) work-related references, proof of degree and transcript to:**

Human Resource Department
AJFC Community Action Agency, Inc.
P.O. Box 3011
Natchez, MS 39121
Fax to (601)442-9572
(Physical Address: 1038 N. Union Street, Building A)

Deadline for this position is close of business January 31, 2019