



## Human Resource Manager

Berkshire County Head Start is a comprehensive early childhood program providing education, health and special education services to children and their families. We have 100 staff and service all of Berkshire County with sites in Great Barrington, Lee, Becket, Pittsfield, and North Adams.

We are currently searching for an experienced Human Resource Manager to work onsite at our Meadow Lane office in Pittsfield. Successful candidates will have effective verbal and written communication skills, ability to build relationships with people and credibility with employees as someone committed to their success and well-being, keep a pulse on employee relations, improve employee engagement and build strategic plans as part of a team. Candidates must have a strong understanding of employment laws and human resource systems to monitor agency practices and ensure compliance with regulation. The ability to work in a fast-paced environment with strong attention to detail is essential.

### **Requirements:**

- Ability to juggle multiple projects with superb accuracy
- Strong administrative skills
- Exceptional interpersonal skills, over the phone and in person
- Strong sense of urgency and problem solving skills
- Demonstrated ability to resolve conflicts through positive and professional mediation
- Demonstrated experience handling workplace investigations, disciplinary and termination procedures
- Experience working with employee benefits
- Ability to promote a strong focus on safety/agency culture development

### **Qualifications**

- Bachelor's Degree in related discipline required
- Professional in Human Resources (PHR) certification (SPHR preferred)
- Bilingual English/Spanish is preferred
- Must be computer savvy and proficient in Microsoft Office
- Excellent written and verbal communication skills
- Salary depends on degree: Bachelor level = \$50,752/year      Master level = \$57,200/year

### **Benefits**

- Generous vacation, sick and personal time
- Health, dental, life, and short-term disability insurance
- Work alongside experienced and dedicated staff
- Educational Assistant Program
- Professional development opportunities
- Travel Reimbursement

If interested, please apply with letter of interest, resume and active references by email to [bwestbrook@berkhs.org](mailto:bwestbrook@berkhs.org). Berkshire County Head Start is an Equal Opportunity / Affirmative Action Employer.