



Employment Opportunity: **Human Resources Generalist**

The Human Resources Generalist will provide general human resource support to a dynamic, growing organization! Responsibilities may include: recruiting, hiring, and onboarding; employment and personnel documentation; performance evaluation; compensation and/or benefits; compliance with federal employment laws; and employee relations. This position performs complex duties requiring independent judgment and coordination in one or more areas of human resources.

For almost 30 years, Child Care Aware of Kansas has been working hard to develop programming and build systems that support young children, families, child care providers, and communities. Each team members' workday is different and full of opportunities to contribute to our mission: *To provide statewide leadership that builds a diverse, high-quality child care system.*

If you have a strong human resources background and think you will enjoy working in a fun, fast-paced, team environment, apply today!

Location

This position is based in our Salina, Kansas office with opportunities for remote/hybrid work location strategy for the right candidate. Posting announcements will be activated in Salina and surrounding communities. Selected candidates must reside in Kansas. **Bilingual candidates are encouraged to apply.**

Educational Requirements

Bachelor's Degree in Human Resources or a related field with 2+ years demonstrated success in a human resources function.

Excellent verbal and written communication skills; proficiency with Office applications and HRIS (ADP preferred).

Position is full-time. Office hours are generally between 8am-5pm, Monday through Friday. The successful candidate must have a valid Kansas driver's license. Benefits include: employee paid health, dental insurance, Cafeteria Plan, Simple IRA, vacation/sick leave, and more. Ability to occasionally travel overnight and some evening/weekend hours may be required.

To Apply

Send cover letter and resume to:

Child Care Aware® of Kansas

Human Resources

1508 East Iron

Salina, KS 67401

Or: kellyd@ks.childcareaware.org

Or: Fax to - 785-823-3385

For more information, please visit our website: www.ks.childcareaware.org

All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

Together, we can do better. Child Care Aware of Kansas is committed to:

- *Creating a diverse environment and is proud to be an equal opportunity employer.*
 - *Complying with all fair employment practices regarding citizenship and immigration status.*
 - *Attracting and retaining a diverse staff – we will honor your experiences, perspectives, and unique identity.*
-

Child Care Aware® of Kansas is a non-profit organization that serves as administrator to the statewide child care resource and referral (CCR&R) network in Kansas. The organization serves all 105 counties by:

- ensuring that **families** have access to affordable, high-quality child care across the state - through child care referrals and consumer education;
 - supporting four regional CCR&Rs who work locally to support **child care providers**, programs, and early learning staff - through statewide quality initiatives and professional development events;
 - and being actively involved in both state and national advocacy efforts that work for positive changes that impact Kansas **communities**.
-