



Position Title: Early Childhood Human Resources Specialist
Full-Time, Benefits Eligible

Location: Community Children's Center, Lawrence, Kansas

Salary Range: \$40,000 - \$50,000

Job Description:

The Community Children's Center's Early Childhood Human Resources Specialist ensures smooth operations within our human resources department. This role encompasses onboarding, benefits administration, child care Licensing background checks, employee relations, and other HR-related and administrative duties. This position is pivotal in vetting potential child care employees and volunteers to help ensure safety and quality in our staffing and programming. This role requires a high level of professionalism, attention to detail, and the ability to handle confidential information with discretion. The majority of work tasks can be completed remotely.

CCC seeks to increase access to high-quality, affordable early childhood care. Programs include a Family Resource Center, Grow & Go Early Childhood playgroup, Early Childhood Professional Support, and an upcoming Early Childhood Community Center at 346 Maine Street in Lawrence, KS.

Duties and Responsibilities:

Human Resources Responsibilities:

1. Administer human resources policies and procedures
2. Coordinate the vetting process for new employees in compliance with State of Kansas child care licensing regulations
3. Conduct new employee orientation and facilitate the onboarding process
4. Maintain up-to-date employee files and records per legal requirements
5. Assist in payroll preparation by gathering and verifying information on hours worked, deductions, and pay period data
6. Handle benefits administration such as health insurance and retirement plans
7. Ensure compliance with labor regulations
8. Coordinate a vetted cadre of occasional care providers to create a sitting service for families in Douglas County
9. Conduct screening interviews with child care providers and families

10. Assist the Shared Services Program Manager with HR-related needs in sixteen counties in the northeast region of Kansas.

Administrative Responsibilities:

1. Manage aspects of day-to-day bookkeeping and accounting processes, including but not limited to accounts payable/accounts receivable, journal entries, and bank deposits.
2. Maintain an orderly HR and accounting filing system
3. Assist with preparation for annual audits

Qualifications:

1. Bachelor's degree in human resources, education or a related field
2. 3+ years of experience in human resources and/or administrative roles
3. Proficiency in MS Office and accounting software (QuickBooks preferred)
4. Familiarity with HR policies and systems
5. Excellent organizational skills and attention to detail
6. Ability to handle confidential information with discretion
7. Strong interpersonal and communication skills
8. Knowledge of Google G Suite and Gmail systems is a plus

The Community Children's Center is an Equal Opportunity Employer. We value diversity and inclusivity and are committed to creating a workplace where everyone feels valued and respected. This position is grant funded.

To apply, please email resume, cover letter and three references to:
kimpolson@communitychildrens.org