



Family & Children's Association is a not-for-profit agency helping nearly 25,000 of our neighbors each year. To assist in achieving its mission, FCA is seeking a Human Resources Manager – Training & Education for our Human Resources Team.

Essential Job Duties:

- Maintain awareness of and compliance with applicable local/state/federal laws, regulations, and licensing and accreditation bodies regarding employee credentialing and mandated trainings.
- Track compliance and produce regular progress reports with timely identification of areas in need of attention to ensure that full compliance is maintained.
- Maintain clear and accurate records of employees' credentials and their renewal dates, training requirements, and training attendance history, including updating the training database currently in use by the agency.
- Work with COO, Chief Human Resources Officer, AVPs and program directors to determine annual training needs of all employees and individual programs and use this information to develop a detailed, annual training plan for the Agency.
- Assist in the development and upkeep of standardized training curricula for the organization including those trainings required of all staff either upon hire or on an ongoing basis, and specific training programs for particular groups of employees (e.g., future managers, current management, residential staff, etc.)
- Secure instructors for live trainings or access to online training opportunities.
- Coordinate and manage New Staff Orientation
- Coordinate logistic details for live trainings including arrangement and communication of event details such as location, room set-up, equipment, materials, and refreshments as appropriate.
- Oversee agencies Intern Program including liaison with local universities, recruitment, screening and placement of Interns.

Qualifications and Requirements include:

- Bachelor's degree in Education, Human Resources, Communications, or a related human services field; Master's degree preferred.
- Minimum of four years' professional experience in adult learning, curriculum development and training coordination within the fields of health and human services.

SCHEDULE:

- Full-time, 35 hours per week, occasional evening and weekend hours as needed.

BENEFITS INCLUDE:

- Medical, dental, life, supplemental life, STD/LTD insurance, and employer contributed pension.
- Accessibility to other voluntary benefits such as 403(b) with a generous employer contribution, flexible spending account, AFLAC cancer care and personal accident insurance.
- 20 vacation days, 12 sick days, 4 personal days, 11 holidays and 2 floating holidays per year.

FCA is an Equal Opportunity Employer M/F/Disability/Veteran

To Apply, please click on the following link:

<https://familyandchildrens.e3applicants.com/careers/Human-Resources-Manager--Education--Training-918>