

February 9, 2010

WANTED: Human Resource Director

Goodwill Industries is looking for a full time, exempt-level HR generalist. If you are looking for a rewarding challenge or wondering why you went into HR in the first place, this could be the answer!

This position is a critical part of our management team, leading the work of a non-profit company which covers 4 counties (Ashtabula and Lake in OH; Crawford and Erie in PA) with multiple work sites and environments. A desire to participate in business decision-making and planning is a must. We employ and serve many people with disabilities and other barriers in accordance with our mission, so a desire to work with these populations is necessary; experience is preferred.

The purpose of this position is to direct and manage human resource functions for 100+ employees including compensation and benefits, employee relations, training and personnel transactions; to develop and implement personnel policy and procedure in compliance with applicable employment laws and regulations; to participate in and advise the processes of risk management and strategic planning.

Successful candidates will have:

- ▶ At least a High School Diploma; AA/BA in related field preferred; PHR/SPHR strongly preferred)
- ▶ At least five years in human resources, preferably in a generalist capacity; supervisory and/or business experience
- ▶ Knowledge of local, state and federal regulations and standards which govern the workplace
- ▶ Excellent oral and written communication, skills, computer literacy, strong organizational, administrative and leadership skills, and behavior management/ conflict resolution skills.

This is a full time, exempt position. Pay depends on education and experience. Send resume and/or application to Hilary Strauss, LISW-S, Associate Director, 621 Goodwill Drive, Ashtabula OH 44004 or hstrauss@suite224.net. Applications are available via Goodwill's website www.ashtabulagoodwill.org from Coletta Conoboy, Human Resource Director at 600 Hulbert, Ashtabula, OH 44004. Applications and resumes accepted through 5:00pm on February 17, 2010.