



## **Director of Human Resources**

Are you interested in a position that will make a difference in your life and the lives of others? Community Teamwork Inc. is a private non-profit organization with over 400 employees dedicated to reducing barriers and creating opportunities for low income individuals and families.

In addition to fully utilizing your skills CTI offers opportunities for continued professional development and career growth. Great teams, a competitive salary and well above average benefits including a generous contribution to employee 401k plans make CTI a highly regarded employer.

Reporting to CTI's Executive Director, the Director of Human Resources will lead, coordinate, and integrate the programs, functions and services of the Human Resources department. The Director will work with senior management to anticipate HR needs and to help set goals for the agency on all HR matters. The Director will recommend and manage policies and programs that support agency management and staff, including Benefits, Recruitment, Payroll, Employee Relations, Compensation, Administration, and Training.

Successful candidates will have obtained the PHR or SHRM-CP certification and have a Bachelor's Degree and 5-7 years of experience in human resource management, including broad HR generalist experience, with supervisory experience. The ideal candidate will possess a thorough knowledge of and extensive experience in compensation, benefits, HR systems management, and staff relations.

If you are interested in this position, please email your resume, cover letter and CTI Employment Application to: [HR@commteam.org](mailto:HR@commteam.org). Please include the name & department of the position you are applying for in the email subject line. Or, you may fax your resume with cover letter to: (978) 937-5824.

This is an exciting opportunity to become an integral member of an innovative, outcome focused team in an organization committed to excellence.