

Human Resources Director

Department: Administration

Location: Central Office

Reports Directly To: Executive Director

Supervises: Assigned Human Resources and Administrative Staff

Employment Type: Full-Time

FLSA Status: Exempt

Salary: \$34.00 - \$36.00 Hourly

About Us

Ozarks Area Community Action Corporation (OACAC) is a nonprofit organization dedicated to reducing poverty and strengthening communities by providing services and support to individuals and families throughout the Ozarks.

Position Overview

The Human Resources Director provides strategic leadership and oversight of the Human Resources department while serving as a trusted advisor to agency leadership. This position leads HR strategy and supports workforce planning, employee relations, compliance, compensation, benefits, risk management, and organizational development. The Director also oversees HR systems and works to strengthen processes and programs that support the agency's employees and long-term goals.

Key Responsibilities

- Lead the overall vision, strategy, and direction of the Human Resources department.
- Serve as a strategic advisor to executive leadership, supervisors, and program directors on workforce and organizational matters.
- Oversee the agency HRIS, including Paycor administration, HR reporting, and use of HR data to support organizational decisions.
- Lead compensation and salary structure initiatives, benefits administration, and the agency 403(b) retirement plan.
- Oversee employee relations, workplace investigations, leave administration, reasonable accommodations, Workers' Compensation, and employment compliance.
- Lead agency risk management and commercial insurance efforts and coordinate with attorneys, insurance providers, and other external partners.
- Facilitate the agency Leadership Cohort and Personnel Committee initiatives and support leadership development and employee engagement.
- Supervise and develop HR staff while ensuring consistent, professional HR support across the agency.

Minimum Qualifications

- Bachelor's degree in Human Resources, Business Administration, Organizational Leadership, or a related field.
- Five or more years of progressively responsible Human Resources experience.
- Previous Human Resources management or supervisory experience.
- Ability to obtain Certified Community Action Professional (CCAP) credentials within three years.

Preferred Qualifications

- Master's degree in Human Resources, Business Administration, Organizational Leadership, or a related field.
- Experience with strategic HR planning, employee relations, compliance, HRIS administration, compensation, risk management, and Workers' Compensation.
- Experience working in a nonprofit, community action, or other mission-driven organization.

Required Skills and Abilities

- Strong strategic leadership, communication, problem-solving, and decision-making skills.
- Ability to advise and collaborate effectively with employees and leaders at all levels of the organization.
- Strong knowledge of Human Resources practices, employment compliance, and organizational development.
- Ability to analyze HR data and use information to identify workforce needs and make recommendations.
- Ability to handle confidential and sensitive matters with professionalism, objectivity, and discretion.
- Ability to identify opportunities for innovation, improvement, and long-term organizational growth.

Compensation

- **\$34.00 - \$36.00 Hourly**

Benefits

- Employer-Paid Health Insurance Option
- Dental Insurance
- Vision Insurance
- Life Insurance
- Retirement Plan
- Paid Time Off
- Paid Sick Leave
- Paid Holidays
- Tuition Assistance
- Paid Training and Professional Development Opportunities
- Family-Friendly Work Environment
- Positive Team Culture

Pre-Employment Requirements

Employment is contingent upon completion of required background checks and other pre-employment requirements applicable to the position.

Equal Opportunity Employer

Ozarks Area Community Action Corporation (OACAC) is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to protected status.

Apply At :<https://oac.ac/employment/>