

## **Internal/External Job Announcement**

**Employer: CHILD DEVELOPMENT CENTER INC**

**Open Date:** September 17, 2021

**Close Date:** Open until filled. First review of applications will be October 1, 2021.

**Openings:** 1 (40 hour, 1 FTE)

**Job Title:** Human Resources Specialist

**Salary:** \$45,000-\$55,000

**Location:**

Missoula Office  
3335 Lt. Moss Rd  
Missoula, MT 59804

**About us:**

The Child Development Center (CDC) is a nonprofit agency which partners with families to support their children with developmental delays and disabilities where they live, play, and grow. We work in families' homes and communities across western Montana.

Our team is best described as passionate, dedicated, progressive, team-oriented, and family-friendly. CDC not only stands out in our discipline, but also as an employer. In addition to a competitive salary and benefits package, we foster a culture of fulfillment based on the employee as a whole. We work hard for our clients and for each other.

**Office Locations:**

Montana is waiting for you to discover its spectacular places, people, and wide-open spaces. CDC is headquartered in Missoula, MT, with an additional office in Kalispell.

Missoula

Nestled in the Northern Rockies of Montana, surrounded by seven wilderness areas and at the confluence of three rivers, Missoula is an outdoor enthusiast's dream. Not only does Missoula have an incredible natural beauty, but also an eclectic culture filled with an endless array of art and entertainment events.

Kalispell

Kalispell is in the heart of the magnificent Rocky Mountains surrounded in rugged beauty. It's just minutes away from Glacier National Park, Whitefish Mountain Ski Resort, and Flathead Lake. Kalispell offers a balance of small city and outdoor adventure with everything from skiing and jaw dropping hikes, to museums, theater, and a variety of amazing dining options.

**Position Summary:**

We are seeking a full-time Human Resources Specialist who is energetic and interested in working with a growing non-profit agency. This position would focus on providing HR support across all programs in two offices.

As an HR Specialist, you would provide HR advisory services in all matters pertaining to human resources management. In this position, you will provide support and consultation that supports company policy, vision and values, while maintaining a focus on risk mitigation. This role also requires an adaptable approach while consulting with a variety of leadership personalities, communication styles and expectations. This position acts as an independent, confidential

resource providing employees and management with analysis of facts, conclusions and recommendations as appropriate. Responsibilities do include navigating different technologies, a significant amount of documentation for record keeping, benefits administration, and other HR duties as assigned. Please consult our website for more detailed information regarding this position.

At CDC, we offer you the opportunity to develop and advance your career in a passionate, caring, and supportive environment. Our staff is highly regarded in our field and passionate about our cause.

**Qualifications:**

- Bachelor's degree in Human Resources management or a related field.
- 2+ years of experience working in the human resources field.
- Valid Montana driver's license
- Ability to pass a background check

Preferred Qualifications:

- Benefits and compensation management experience preferred.

**Benefits for 30+ hour employee:**

- Medical insurance with employer paid portion
- Optional Health Savings Account with employer contribution
- Optional Medical Flexible Spending Account with employer contribution
- Optional Dependent Care Flexible Spending Account
- Voluntary long term disability insurance
- Optional dental and vision insurance available
- Life insurance, AD&D, & short-term disability insurance paid by employer
- 401(k) with employer match
- Ability to accrue over 5 weeks of paid time off per year (prorated for less than 40 hour employee)
- 10 paid holidays per year
- Mileage reimbursement
- Eligibility for some federal student loan reduction & forgiveness plans related to non-profit work

**Instructions on how to apply:**

This position will remain open until filled, with the first review of applications starting on Friday, October 1, 2021. If you would like to apply for our position, please mail, email, or fax a resume and cover letter to:

Mail: Child Development Center, Inc.  
Attn: Carolyn Prussen  
3335 Lt. Moss Rd  
Missoula, MT 59804

Email: [cprussen@childdevcenter.org](mailto:cprussen@childdevcenter.org)

Fax: (406)542-0143