

Date Posted:

01/05/2010

Texas Head Start Association

JOB OPPORTUNITY POSTING

Job Title: STAFF DEVELOPMENT /HUMAN RESOURCE OFFICER

Employer/ Agency: TRI COUNTY COMMUNITY ACTION

Job Description: Responsible for planning , coordinating and/or providing training/staff development for all departments. This position requires assisting the HR Director with daily operations in the HR department.

Qualifications: Bachelor's Degree , Mid management certification, prefer 2 years experience training and development.

Hours: 8:00am-4:30pm

Salary: DOE

Send your resume and cover letter to:

Attn: Theresa Bell-HR Director

Address: P. O. Box 1748

City, State, Zip: Center, Texas 75935

Telephone: 800-464-1839 x13

Fax: 936-598-7272

E-mail Address: mstheresabell3@sbcglobal.net

Application Method Preferred: e-mail or fax to 936-598-7272

Opening Date: 12/21/2009