

# Be a Part of *God's* Work Through Agape!

Agape Child & Family Services, Inc. is currently accepting resumes for the following position(s):

## **DIRECTOR OF HUMAN RESOURCES & MANAGEMENT SERVICES**

**Reports To:** Director of Operations/Chief Operating Officer

**Position(s) Available:** 1 (one)

Agape, a non-profit child and family services agency is seeking a dynamic, motivated and assertive **Director of Human Resources & Management Services**. The position provides overall direction for activities related to areas of administration; personnel; physical plant and facilities; information systems; office management and safety. The **Director of Human Resources & Management Services** is responsible for development and implementation of annual budgets, policies and goals in each of the above referenced areas. The **Director of Human Resources & Management Services** works closely with all members of the Leadership Team and others within the agency. The **Director of Human Resources & Management Services** will oversee functions of Agape's Performance Quality and Improvement also known as Continual Quality Improvement (CQI) as well as the Human Resources. The **Director of Human Resources & Management Services** will develop, implement, and monitor continuous organizational and performance improvement, as well as the related Human Resources. This position assists in developing, implementing, and monitoring continuous organizational performance and improvement.

### **Education Requirement:**

Bachelor's degree in business, personnel management or related field. The equivalent work experience may be substituted for the educational requirement on a year-to-year basis. Demonstrated leadership and management skills; Demonstrated knowledge of computerized information systems and their application to all areas of the agency; Ability to work effectively in a team environment; excellent oral and written communication skills; Excellent interpersonal skills. 3-5 years' experience in progressively responsible complex administrative related positions. Strongly self-motivated. Proficient in Microsoft Office Suite. Demonstrated ability to work with a wide range of people, proven ability as a problem solver and self-starter and demonstrated user orientation. Will be required to work a flexible schedule; possibly be available evenings and weekends. Candidate must be willing to engage in Agape's Performance Quality and Improvement (also known as Continuous Quality Improvement) standards of quality & excellence.

**Send Resumes To:** [Employment@AgapeMeansLove.org](mailto:Employment@AgapeMeansLove.org)



**Agape**

All positions require a valid driver's license and automobile insurance. All applicants are subject to a drug screening and background check. Agape is a Christian organization, and has certain religious requirements for its employees.

**WE ARE PROUD  
TO OFFER:**

- Competitive Pay
- Excellent Benefits
- Paid Holidays
- Opportunities for Professional Growth and Development

Agape's mission is to be a Christ-centered ministry that is dedicated to providing children and families with healthy homes.

