



Human Resources Recruiting Coordinator

Montgomery Child Care Association (MCCA) is currently looking for a Recruiting Coordinator who will be responsible for recruiting, hiring, and onboarding staff. The Recruiting Coordinator will also work with the Human Resources Team to support all other human resources functions. This support work includes, but is not limited to benefits administration, compliance, records management, HRIS, performance management support, and supporting day-to-day HR operations. This is a very active, hands-on role, requiring an excellent ability to work in a team environment and support the HR team, operations managers, and approximately 200 employees. The Recruiting Coordinator will employ relationship-building skills that facilitate the value of Human Resources in the operational processes within MCCA. The Recruiting Coordinator will support the Human Resources Director to align HR with the MCCA mission, core values, and strategies.

QUALIFICATIONS (Education & Experience):

- Minimum of a Bachelor's degree at an accredited college or university in Human Resources Management, Business Administration, or a related field; or equivalent experience required.
- Minimum 2 years of recruiting experience required with additional HR support experience required.
- Proficiency in Microsoft Office Suite required.
- PHR Certification preferred.
- Experience working in a community-based, multi-site, childcare or in healthcare services preferred.

COMPETENCIES (Knowledge, Skills & Abilities):

- Must have ability to maintain a high degree of confidentiality.
- Proven HR operational and relationship management experience.
- Excellent attention to detail.
- Excellent verbal and written English communication skills with the ability to demonstrate these skills in both face-to-face, telephone, and written formats.
- Strong problem-solving skills and experience.
- Ability to use proper judgment and decision making.
- Self-motivated, organized and resourceful.
- Positive attitude, team oriented and willingness to assist where/when needed.
- Professional presentation and projects self-confidence.
- Flexible with the ability to adapt to Association changes.
- Ability to work with and relate to a diverse population.
- Ability to add value as both an individual contributor and active team member.
- Ability to represent the Human Resource function as part of the bigger business picture.

ABOUT MCCA:

MCCA strives to provide the highest quality child care and play-based education for children in Montgomery County, Maryland; professional training for child care providers; and advocacy for affordable, quality child care for families of all income levels, and for better training, pay and benefits for child care professionals.

- MCCA is the oldest non-profit child care provider in Montgomery County, Maryland.
- All MCCA child care programs are State or nationally accredited.
- MCCA cares for over 1,000 children, infants through school-agers, at 15 locations countywide, and employs 200 professional staff.
- MCCA's nationally recognized Training Institute educates child care providers throughout the DC metro area.
- MCCA is a leader in child care advocacy, working for quality child care for all families, and better work standards for child care professionals.
- MCCA is a private, non-profit 501(c) (3) charity, and a United Way (#8447) and Combined Federal Campaign (#13880) agency.
- MCCA is an AA/EEO employer M/F/D/V.

WHAT MCCA HAS TO OFFER:

At MCCA, we strive to provide the best early care and education for children and families of all cultural backgrounds, and we value a diverse workforce. We encourage and support your professional development, and promote from within whenever possible. Our competitive salary and benefits package includes:

- Medical, dental and vision insurance
- Paid time off (annual, sick and holiday pay)
- Retirement plan
- Training and educational scholarships
- Child care discount
- And more...

For more information, visit our website at www.mccaedu.org. To apply, fax (301-984-7686) or email your resume (resumes@mccaedu.org) with a letter of interest/cover letter.