



white plains and central westchester

Job Posting: **Human Resources Director**

The YWCA White Plains & Central Westchester is currently seeking a part-time (60%) Human Resources Director to manage the day to day operations of the Human Resources department. Responsibilities include the administration of the benefits programs including health, dental, life, and 403(b) Plan, administration of FMLA, workers compensation, short term disability and COBRA. Responsibilities also include interpreting agency policies and procedures, identifying legal requirements and government reporting regulations affecting human resources functions and ensuring policies, procedures, and reporting are in compliance. Other responsibilities include coaching management in appropriate resolution of employee relations issues, administering the performance review program and maintaining records of personnel transactions. Position will report to the Chief Executive Officer.

Qualified candidates will have five (5) plus years human resources management or generalist experience and a Bachelor's Degree in related field.

If you are interested in applying please send your resume, cover letter and salary requirements to:

Maria Imperial, CEO
YWCA White Plains & Central Westchester
515 North Street, White Plains, NY 10605
or email: mimperial@ywcawpcw.org

The YWCA is an AA/Equal Opportunity Employer

About the YWCA:

Since 1929, the YWCA of White Plains and Central Westchester has been a pioneer for social change through innovative programs that improve the lives of women and families. Our mission is to eliminate racism and empower women. With a \$7 million budget and 200 staff, each week the YWCA serves over 4,000 women, children and their families through our child care, nursery school, after-school, summer camp, athletic and other social change programs. The YWCA also provides a home for 193 low-income women at our Residence.