



Bi-County Community Action Programs, Inc. (BI-CAP) is seeking a Human Resources Manager for its office location in Bemidji, MN.

The Human Resources Manager manages the Human Resources functions of employee relations, compensation, benefits, performance management, recruiting and hiring, training, legal compliance, and record keeping for BI-CAP.

Will contribute to the BI-CAP mission, vision and values through the following activities and responsibilities: The HR Manager identifies, researches, and provides leadership in the preparation and recommendation of employee policies for the organization. Responsible for providing human resource services for agency staff of approximately 120 employees. Directly supervises Office Support Staff and serves as an on-site supervisor for the Bemidji location.

This is a full time, salaried position with competitive wage and a generous benefit package options. Benefit package includes medical, dental, life insurance, retirement with employer contribution of 5% after one year, PTO, 11 paid holidays per year, bereavement leave and work mileage reimbursement.

REQUIREMENTS: Minimum job requirements are a four year degree in Human Resources Management or equivalent, HR Management Certification, and/or 2+ years of experience in a Human Resources Leadership role. Requires a valid driver's license. Must have a strong commitment to BI-CAP's values of collaboration, innovation and compassion as well as a respect for diversity. Applicants must meet DHS & MN Rule 3 licensing requirements.

TO APPLY: All applicants required to complete an agency application to be considered. Job Description and Application are available at: www.bicap.org or in person at: 6603 Bemidji Ave. N, Bemidji, MN 56601. Send completed application to: BI-CAP, 6603 Bemidji Avenue N, Bemidji, MN 56601 or scan to: jessica.wade@bicap.org

For more information, please contact Jessica Wade at: jessica.wade@bicap.org.

Application Deadline: Open Until Filled

EOE

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Serving Beltrami and Cass Counties

Beltrami County: 6603 Bemidji Ave. N. Bemidji, MN 56601/P.O. Box 579, Bemidji, MN 56619 Phone: 1-800-332-7161
Cass County: 8245 Industrial Pk. Rd. NW/P.O. Box 995, Walker, MN 56484 Phone: 1-800-332-7135

