

ALTERNATIVES FOR CHILDREN

MEMBER OF THE NATIONAL ASSOCIATION OF PRIVATE SPECIAL EDUCATION CENTERS (NAPSEC)

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Human Resource Director – East Setauket, NY

Since 1988 Alternatives for Children, a not-for-profit private school, has been at the forefront in providing educational experiences to a broad spectrum of children from across Long Island, offering both special education programs for preschool and daycare for children 6 weeks to 5 years old.

Alternatives for Children currently has an excellent full-time opportunity for a dedicated Human Resources leader to join its fast-paced HR dept.

We require:

- Bachelor's degree and 5 plus years progressive experience in all facets of Human Resources.
- Master's degree preferred or PHR/SPHR; SHRM-CP
- Experience working for a non-profit organization or in a school setting strongly preferred.
- Experience with employee benefits, pensions, compensation and reviews.
- Knowledge of State and Federal Laws.
- Knowledge of local Municipality, State and Federal COVID-19 regulations, restrictions, and procedures.
- Excellent time management, leadership, multitasking, presentation - written and verbal communication skills
- Excellent computer skills with proficiency in MS Word and Excel.
- Working knowledge of ADP Workforce a strong plus.

Excellent benefits package.

This is a great opportunity to work in a positive, rewarding environment!

Human Resource Director, please email your resume with cover letter containing salary requirements to: jobs@alternativesforchildren.org or fax to: 631.331.6865

Apply directly on [OLAS](#)

Alternatives For Children is an Equal Opportunity Employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.

We invite contractual participation by Certified Minority or Women owned Business Enterprises (Certified M/WBEs)

... a nurturing environment to learn, explore and grow since 1988 ...

