

**Northeastern Center, Inc.**  
**POSITION OPENING**

**Position Title:** Human Resources Development Professional

**Position Type:** Administrative

**Position Location:** Administration - 1st Floor

**Shift:** 1st Shift

**Full or Part Time Status:** Full Time

**Position Duties:** The Human Resources Development Professional works under the direction of the Human Resources Director, liaises with various partners on training; assesses agency training and development needs, requirements and solutions. Position implements methods to educate and enhance performance while maintaining regulatory and accreditation compliance of Center staff. Position is also responsible for various Human Resources functions as outlined under duties and responsibilities.

**Experience Expectations:** 3 years Human Resources Experience required and 2-5 years clerical/office setting experience preferred

**Education Expectations:** Bachelors Degree in Human Resources or related field

**Date Position Opened:** 05/31/2022