



**Seeking a highly motivated individual with a strong Human Resources background to serve as:**

**Chief Administrative Officer**

Are you interested in doing the type of work that positively impacts people's lives? Are you interested in a challenging opportunity to be part of a great team working in a fast-paced environment? Do you have the managerial skills and Human Resources experience to serve as a Senior Manager for a mid-sized nonprofit organization?

As the CAO you will be responsible for the development, oversight and leadership of the Human Resources, Information Technology and the Facilities Departments. This position requires skills and knowledge in the areas of compensation and benefits, retirement, and Workers' Compensation. The CAO also oversees staff training and development, recruitment, employee relations, all aspects of the Agency's payroll component, as well as helping to set the strategic direction on information technology, and all components of building maintenance and safety. The CAO works with all program directors, managers and supervisors in regard to federal and state laws and compliance with KVCAP's personnel policies. As a member of the Senior Management team, participates in the development of overall agency policies, as well as providing input into short and long term strategic planning. KVCAP currently serves Kennebec and Somerset counties with some services in Lincoln and Sagadahoc counties, and employs nearly 300 staff.

Requirements: Bachelor's degree preferred and/or ten years' experience in human resources management, payroll and benefits. Knowledge of current trends and developments in Human Resources. General understanding of building facilities and safety protocols, as well as knowledge of information systems and telecommunications infrastructure. Outstanding organizational, written and oral communication skills. Strong interpersonal and critical thinking skills and ability to exercise good judgement.

KVCAP offers a competitive salary and benefits package. Approximate starting date for the position is early November 2021. Applications will be accepted until a suitable candidate is found. Qualified applicants should send a cover letter and resume including salary requirements to:

Kennebec Valley Community Action Program  
Human Resources  
101 Water Street  
Waterville, ME 04901

Email: [lindas@kvcap.org](mailto:lindas@kvcap.org)

Equal Opportunity Employer