



**DIRECTOR OF HUMAN RESOURCES  
FAMILY SERVICE ASSOCIATION OF BUCKS COUNTY  
LANGHORNE, PA**

Family Service Association of Bucks County is a nonprofit 501(c)(3) social service organization with locations throughout Bucks County in Langhorne and Bristol, Pennsylvania. Family Service also operates a call center, twenty school-based sites, and two additional locations including the Emergency Homeless Shelter and the Teen Center site. For 69 years, Family Service has been improving the lives of children and families, doing whatever it takes to help them overcome obstacles and reach their full potential.

Reporting to the Chief Executive Officer, the Director of Human Resources is responsible for the overall administration, coordination, and evaluation of the human resources function including employee relations, recruitment and retention, onboarding, professional development, benefits management, and employment law compliance. The Director will develop and implement the policies of the Human Resources department ensuring legal compliance and implementation of the Family Service Association of Bucks County's mission and talent recruitment and development. The Director will serve on the senior leadership team supporting the CEO and providing input for long-term planning and strategy.

Qualified candidates will have a minimum of 7 years of increasingly responsible experience as a HR professional preferably within a nonprofit organization. Qualified candidates must have knowledge of federal, state, and local existing and proposed laws and regulations affecting HR administration combined with an understanding of trends, best practices, and innovative technologies in talent management, retention, and onboarding strategies. Strong communication and interpersonal skills with the ability to foster and maintain positive relationships with hiring managers and staff. Overseeing employee relations is critical to this role. Bachelor's degree required; master's degree preferred. SHRM Senior Certified Professional (SHRM-SCP) or SHRM Certified Professional (SHRM-CP) credential required; maintain SHRM Certification or have the ability to obtain certification within 12 months of hire. Must be willing and able to travel between agency facilities.

Family Service employees must be fully vaccinated against COVID-19 or receive an agency-approved exemption for health or religious reasons.

For a complete position description, listing of qualifications and additional information on Family Service Association of Bucks County, visit our website at [www.lambertassoc.com](http://www.lambertassoc.com).

Qualified candidates may send resume to:

Tara Sweeney  
Lambert & Associates  
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[tsweeney@lambertassoc.com](mailto:tsweeney@lambertassoc.com)