



211 Smith Street Sheridan, Wyoming 82801 (307) 672-2240

May 10, 2019

### **Job Opening – Human Resource Manager**

Dear Applicant,

We are now accepting applications for the position of Human Resource Manager. This is an exciting full-time position that works under the direction of the Executive Director. A full job description and an application form are included with this letter.

The starting salary will be dependent upon qualifications and experience. Benefits include paid time off (PTO), holidays and inclusion in the Wyoming Retirement System. You will also be eligible to participate in the organization's health care plan and other health related benefits. Reduced cost staff meals on days worked.

Please submit application and resume, along with three relevant references to the attention of Carmen Rideout through the receptionist desk of The Hub – 211 Smith Street, Monday-Friday, between the hours of 8:00 a.m. – 4:00 p.m., or by email to [asstdir@thehubsheridan.org](mailto:asstdir@thehubsheridan.org). You may also obtain an application from our website @ [www.thehubsheridan.org](http://www.thehubsheridan.org).

This organization is an equal opportunity provider, an equal employment opportunity and "At Will" employer. You will be notified by phone if an interview is desired.

Thank you for your interest in employment with the Hub on Smith, A Center for all Generations.

Sincerely,

Linda Gostas  
Assistant Director