

## HUMAN RESOURCES MANAGER JOB DESCRIPTION

1. **Job Title:** Human Resources Manager
2. **Department:** Human Resources
3. **Full Time:** 40 hours (*Will consider credentialed HR Professional for Part-time*)
4. **Normal Work Schedule:** Monday - Friday
5. **Position Summary:** The Human Resources person provides leadership and coordination of all human resource functions, including, administer employee benefits program; recruits and develops staff; and facilitates policy development that aligns with the organizations strategic priorities and labor laws. Maintaining HR database and employee records and files. Performs general office functions and assists employees as necessary.
6. **Duties and/or Tasks:**
  - a. Benefits Administration: Health, Dental, Retirement plan, COBRA, disability plans etc.
  - b. Staffing: Recruitment, Selection, Placement, plus Training and Development
  - c. Establish corporate compliance systems relative to established non-profit/church laws
  - d. Responsible for overseeing HR database by effectively recording, maintaining and reporting new hires and current staff information to ensure legal and procedural compliance.
  - e. Establish and maintain professional working relations with staff, applicants, visitors, and business associates to respond to inquiries, track and resolve problems that may arise.
  - f. Responsible for day-to- day office coordination, including answering telephone, scheduling meetings, and gathering and analyzing data to meet HR department objectives.
  - g. Performs special projects as assigned.
7. **Qualifications/Standards/Requirements**
  - a. **Education:** Bachelor's Degree in Human Resources or related fields of study. Professional HR Certification highly desired.
  - b. **Experience:** Minimum 3-5 years progressive management experience required
  - c. **Skills:**
    - i. Strong regulatory knowledge, and compliance system development
    - ii. Must possess strong typing, data entry and computer applications abilities.
    - iii. Must possess strong communications and public relations abilities.
    - iv. Well-organized and attentive to details.
  - d. **Certifications and/or other Requirements:** PHR
8. **Equipment and Resources Utilized:**
  - a. Computers
  - b. Microsoft Office Word and Excel
9. **Relationship and Roles:**
  - a. Reports to Director of Finance & Human Resources
  - b. Works with staff at all levels of the organization
10. **Date of Position Opening:** January 2010