

HUMAN RESOURCE DIRECTOR

Reports: Operations Pastor

SUMMARY

The Human Resources Director will help move the church forward through strategizing, leading, and coordinating staff administrative functions and assisting in staff culture development that supports the mission of LifeBridge.

WHO YOU ARE

- Continually growing in your relationship with Jesus
- Fully supports LB's statement of faith and beliefs
- Leads healthy culture and lives out staff values
- Actively contributes to the church's mission
- High capacity leader but doesn't take self too seriously
- Ability to work well with diverse people and personalities
- Excellent communication skills
- Strong decision-making skills
- Maintains confidentiality and ability to navigate and lead through difficult conversations
- Ability to adapt well to change

WHAT YOU DO

- Collaborates with Engagement Pastor & leadership team in building and innovating a thriving staff culture
 - Innovate HR and staff engagements to develop and support healthy culture
 - Research and analyze organizational trends including review of reports and metrics from HRIS or talent management system
- Ruthlessly protect and hire for the character, culture and competency that moves us forward
 - Identifies staffing and recruiting needs to find leaders who make us better
 - Develops and executes practices for hiring and talent management
 - Identify staff onboarding and ongoing training programs for all employees that grow character, culture and competency
- Develop HR processes that invests in a collaborative healthy culture and are legally compliant
 - Conduct employee orientations, job description reviews, benefit explanation
 - Maintain and update all employee files, records & policies
 - Maintain correspondence regarding all HR issues, laws, etc.
 - Responsible for renewal and upkeep of liability policy, WC, and auto policies
 - Administer all benefit programs and maintain benefits database
 - Maintain and oversee safety in the workplace
 - Maintain files for all federal, state & local laws and statutes for personnel matters
 - Oversee payroll and policies, government regulations & tax requirements
 - Knowledge of employment-related laws and regulations

YOU ALSO HAVE

- Obtain and maintain HRCI/SHRM Certification
- College degree or equivalent on-the-job experience
- Ongoing association education and training