



POSITION DESCRIPTION HUMAN RESOURCES MANAGER

<p>Approved: 22 September 2021 IRS Worker Classification: Employee FLSA Classification: Non-exempt</p>	<p>WSFC Employment Category: Regular, Part-Time – 14 - 20 hours/week WSFC Staff Category: Managerial Staff WSFC Ministerial Licensure: N/A WSFC Hiring Approval Level: Church Administrator</p>
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SUMMARY

The Human Resources (HR) Manager serves the body of West Shore Free Church (WSFC) by managing day-to-day HR functions with a posture of proactivity in looking for efficiency gains, helping us care well for employees and aiding WSFC in complying with labor laws and our policies and procedures. In partnership with the Church Administrator, the HR Manager leads and directs the routine HR functions including, but not limited to, recruiting and on-boarding staff, administering payroll and benefits, maintaining control and maintenance of personnel files, and administering HR policies and procedures, annual salary reviews and performance appraisals.

QUALIFICATIONS

Ministry Specific

- Manifests good character and wise, discerning judgment
- Ability to act with integrity, professionalism, and confidentiality
- Demonstrates the integration of faith with work
- Knowledge of employment-related laws and regulations
- Excellent organizational skills and attention to detail (thoroughness, dedication, results)
- Excellent interpersonal, negotiation, and conflict resolution skill
- Excellent verbal and written communication skills
- Self-starter who works well with minimal supervision and general guidance
- Strong analytical and problem-solving skills
- Service-minded and flexible
- Continual learner
- Proficient with Microsoft Office and personal computer skills (including data entry and ability to learn and use church database software, online files, and documents)

Education & Experience:

- Bachelor’s degree in HR, business administration or related field desired
- SHRM-CP certification desired
- Three years minimum HR experience preferred

Physical Requirements:

- Prolonged periods sitting at a desk and working on a computer
- Must be able to lift and carry 15 pounds and access and navigate all on site departments

Team

Considering the critical role each employee plays in advancing the mission that God has given us at WSFC, each employee shall:

- Express a credible personal profession of faith in Jesus Christ



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- Affirm our Statement of Faith, our Constitution & Bylaws, our Vision Frame (our Mission, Values, Strategies, and Measures), as well as abide by church positions and policies
- Demonstrate a strong commitment to the corporate life of our church
- Become a member of WSFC within one year of employment

RESPONSIBILITIES

- Partners with the Church Administrator and WSFC leadership to understand and execute the organization's human resource and talent strategy particularly as it relates to current and future talent needs, recruiting, retention, and succession planning
- Provides support and guidance to management, and other staff when questions arise about HR matters
- Executes payroll process
- Executes the on- and off-boarding processes
- Researches and analyzes compensation and benefits trends, partnering with the Church Administrator in related actions
- Maintains compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews policies and practices to maintain compliance
- Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law
- Maintains and annually reviews the Employee Handbook and HR policies and procedures
- Participates on the HR Advisory Team
- Performs other duties as assigned

REPORTING RELATIONSHIPS

The HR Manager serves under the general authority of the WSFC Elder Board and reports to the Church Administrator.

WORKING ENVIRONMENT

Work will be primarily accomplished on-site in a sedentary office environment. Workdays and work hours will vary to meet ministry needs.