

HR/Personnel Director

Start Date: Immediate

Reports to: CEO & President

Salary: Salaried Position

Job Description:

The mission of Gospel Volunteers, Inc. is to present the Biblical truths of Jesus Christ, develop Christian leaders, strengthen the faith of individuals and families, and promote global evangelism.

As a significant leader among the team, the HR/Personnel Director is responsible for the staffing, oversight, training, tracking and documentation, and all legal concerns affecting the area of Human Resources. As a Christian, Not for Profit organization, a requirement of employment is a life committed to the Kingdom work of Jesus Christ.

This position has access to, and regularly works with, information of the most sensitive, highly confidential, and critical nature. The scope and complexity of this position is such that the HR Director is regularly dealing with diverse matters that require extreme attention to detail and the highest level of customer service. This is a highly visible position with expected interaction with employees from all departments and at all levels of the organization as well as many vendors and independent contractors. The director must be professional, possess a strong work ethic, be highly organized and can work autonomously, yet within clearly defined company guidelines.

This is a fast-paced, servant leadership company environment. This role requires a highly talented, extremely professional team contributor who enjoys helping others.

Requirements:

Recruiting

- Oversee recruitment process for Full-Time Staff, Summer Staff, and Seasonal Staff.
- Posts new job requisitions onto web-based recruiting sites, as well as maintain in-house web-based tools for applications and contracts, and process tracking.
- Interview candidates for basic employment information and performs reference and background checks.
- Oversee interview process and relay appropriate coordination details to managers and candidates.
- Drafts offers based upon standardized contracts and ensure budgetary restrictions are maintained.

Operations

- Offers general audits of operational performance real-time, and assist/correct/encourage where weaknesses are found.

Onboarding

- Conducts new hire orientations of all new hires and ensures all in process components are managed to check list specifications.

- Enters new hire data into all systems.

Employee Relations

- This position requires strong interpersonal skills with the ability to project a friendly attitude; work with a variety of ages and personalities and with a diverse group of internal staff (at all levels) in a fast-paced environment, sometimes under pressure, remaining flexible, proactive, resourceful and efficient, with a high level of professionalism.
- Keeps Company CEO and management team aware of any employment-related issues that are brought to the Director's attention and may be asked to assist in conflict resolution, and ensuring documentation related to resolution(s).
- High integrity including ability to handle sensitive and confidential information.
- Must also be prepared to meet the spiritual needs of staff and guests and perform other related duties and assignments as required.

Culture

- Assists in company event planning and coordination.
- Participates in the creation and analysis of employee satisfaction surveys.
- Maintains a positive and helpful attitude under pressure.
- Helps establish a healthy spiritual community.

Personnel Files/Record-retention

- Maintains all employee files and records in accordance with applicable regulations.
- Administrative and organizational skills with a high level of accuracy and attention to detail.

Benefits

- Processes all employee enrollments and enters correct deduction information into payroll systems.
- Manages summer payroll system and ensures excellence in data entry process.
- Assists with open enrollment periods and dissemination/explanation of new benefit information.
- Compares and shops out, through our brokerage firm, insurance benefit offerings on annual basis.

Training/Performance Management

- Manages Full-Time & Seasonal Personnel team.
- Keeps training records current.
- Contributes ideas for new, interesting and relevant training opportunities for staff.
- Assists in ensuring that annual performance evaluations are completed on time.

Reporting

- May be asked to run reports out of various HR/Payroll systems and maintain regular analytics.
- Maintains org charts.

Additional Requirements

- Possesses 1-2 years of experience in a related job field, evidencing professionalism, organization, and attention to detail.
- Bachelor's Degree, Master's Degree preferred.
- Polished communication skills, both written and verbal, and a professional presence.
- Strong computer skills, knowledge of Microsoft Office applications required (Word, Excel).
- Experience with NYS labor laws preferred, ability to become familiar with working terms and expectations of Department of Labor required.
- Able to maintain confidentiality related to private and confidential business matters. Operates with complete discretion and urgency.
- Highly organized with strong attention to detail.
- A heart for people, evidenced through service.