

BETHANY COMMUNITY CHURCH
JOB DESCRIPTION

Human Resources Associate Director

Summary: The Human Resources (HR) Associate Director oversees the effective implementation of HR initiatives, policies and procedures, including compliance, employee recruitment, on-boarding and exiting, performance management, and training.

Location: Bethany Central Services (office at Bethany Green Lake)

Reports to: Executive Pastor/Head of Staff

FLSA Status: Exempt, Part-time

KEY RESPONSIBILITIES

- **Oversee and develop recruitment, on-boarding, and exiting protocols**
 - Serve as a resource for staff teams in hiring processes, including approving job descriptions, answering questions, and participating on hiring committees, as appropriate
 - Develop comprehensive new hire orientation that reflects Bethany's Foundations
 - Conduct exit interviews
- **Oversee annual performance management in alignment with Bethany's strategic planning cycle**
 - Collaborate with Executive Pastor to develop training, assessments, and feedback for staff competencies and performance management
 - Develop, prepare, and review performance management documentation
 - Equip managers to develop their employees in goal-setting, assessments, improvement plans, and reviews
- **Perform HR administrative functions**
 - Maintain employee files in compliance with applicable legal requirements
 - Process and prepare HR paperwork
 - Manage HR program budget
 - Prepare and maintain Employee Handbook, and ensure changes in personnel policies and procedures are communicated
- **Collaborate with Executive Staff and Finance Team on organization design and compensation throughout Bethany, including salaries, budget, benefits, and staff development**
 - Maintain knowledge of industry trends and employment legislation to ensure compliance
 - Review and make recommendations to Executive Staff for improvement of policies, procedures, and practices on personnel matters and compensation strategies
 - Support the development and execution of training for managers and employees, and the assessment of staff engagement
- **Provide employee relations support, including conflict resolution, disciplinary action, and performance improvement coaching**
 - Consult with legal counsel as appropriate, or as directed by Executive staff, on personnel matters
 - Manage employee issues by mediating conflicts, conducting investigations, and reaching appropriate resolutions

- Coach and counsel managers on maintaining positive employee relations for a wide range of issues
- Perform other duties as a member of the Bethany Community Church Staff and HR Committee, as appropriate, or as the situation arises/assigned by supervisor

POSITION QUALIFICATIONS

- Demonstrates the virtues and qualities of a devoted follower of Jesus Christ
- A loyal team player who is committed to the mission, values, and vision of Bethany Community Church
- Ability to make a positive contribution to a staff culture that aspires to excellence, teamwork, customer service, and the ethics of servant leadership demonstrated by Christ
- Excellent verbal and written communication skills
- Proven administrative ability, with strong organizational skills and proficiency in Microsoft Office, Google Applications, and other web-based technology for information sharing
- Bachelor's degree and three to five years relevant work experience, or an equivalent combination of education and experience required; HR Certification preferred
- Strong analytical and data interpretation skills with an ability to apply quantitative analysis to HR outcomes and use data to influence and drive decisions
- Excellent interpersonal skills
- Ability to handle confidential information in a mature and professional manner
- Ability to work independently or partner across multiple teams to deliver effective solutions
- Strong project and time management skills, with the ability to manage competing priorities in a fast-paced environment

OTHER SPECIFICATIONS

<i>Work Schedule:</i>	Typical work schedule is Monday through Friday, 30 hours/week
<i>Physical Demands:</i>	Must be able to work in an office environment, often at a computer workstation. Must be able to move between buildings on campus. Must be able to lift small boxes and/or equipment up to 25lbs.
<i>Working Conditions:</i>	Due to seasonal activity, job duties may often require additional hours and availability outside normal working hours. May require flexibility to adjust work schedule from time to time to work early or later than regular schedule. The office environment is fast-paced and may be considered stressful, due to seemingly regular interruptions because of numerous urgent and unexpected requests that requires multi-tasking. Non-smoking building and environment.
<i>Compensation:</i>	Dependent on experience
<i>Benefits:</i>	Full benefits for employees working 21+ hours/week including: medical, dental, and life insurance.

This job description is intended to describe the general nature of this job, and may not include all responsibilities that might be required of the person holding this position. This job description is subject to change at any time at the sole discretion of Bethany Community Church, and does not establish a contract for employment.