

Job title	<i>Human Resources Manager</i>
Reports to	<i>Chief Financial Officer (CFO)</i>
Hours	<i>Part time to full time</i>

Job Purpose

The Human Resource Manager will manage the routine functions of Human Resources including hiring and interviewing staff, managing staff and volunteer training, and developing, improving and enforcing company policies and practices.

Staff Supervision

This position will not be responsible for any staff supervision but will have volunteer supervision duties as needed.

Essential Duties and Responsibilities

- Assist CFO in benefit enrollment and management
- Maintain employee time tracking system.
- Maintain and process staff annual and semi-annual reviews
- Contact references and perform background checks as necessary, per position.
- Assist in screening process and phone interview of job candidates
- Implement onboarding system and complete onboarding and orienting new staff and volunteers
- Help develop efficient systems for staff and volunteers
- Maintain employee files and records
- Maintain and update any employee changes such as, address, tax withholding, etc. in payroll system
- Support current and future business needs through the development, engagement, motivation and preservation of human capital
- Develop and implement HR strategies and initiatives aligned with the overall business plan.
- Explain and provide information on employee benefits and programs to new and existing employees.
- Cover all legal compliance for human resource federal, state and local requirements
- Maintain employee records and paperwork
- Prepare or update employment records related to hiring, transferring, promoting, and terminating
- Perform exit interview procedures
- Explain human resources policies, procedures, laws, and standards to new and existing employees
- Work with senior leadership on creating and implementing training for staff and volunteers.
- Work with senior leadership on proposed changes to policies in the employee handbook
- Attend necessary trainings to maintain state and federal compliance

Qualifications

- Pro-life convictions and heart-felt desire to represent and live out the policies and principles outlined in the PDHC mission statement, the Employee Commitment statement and the Employee Manual
- Attests commitment to the Christian faith by the Nicene Creed and participates in local church
- Proven experience as an Office Manager or Administrative Assistant
- Proficiency with MS Office suite
- High School degree with some college preferred
- Outgoing personality with excellent oral and written communication skills
- Excellent time management skills and ability to multi-task
- Experience in a non-profit organization preferred
- Initiative and creativity with the desire to work on a team as well as being able to work independently and sometimes alone
- Experience and sensitivity in working with individuals from diverse cultural backgrounds

Working conditions

This position may require attendance at some evening and weekend events as well as working with various denominations and multicultural clients.

Approved by:	
Date approved:	

