



Position Title	Human Resources Director	Department	Human Resources
Position Scope	Full-time/40 hours a week	Reports To	Pastor of Finance
Position Status	Exempt	Date	July 2023

Ministry Vision

A Fearless Church of Christ Followers whose Ridiculous Love and Dangerous Witness are Irresistible.

Position Summary

Responsible for oversight of all Human Resources for Eastview staff. Works closely with the Executive Director Team to help shape staff culture and values to insure they honor God, our staff, and the people we serve. Develop and administer effective HR processes and procedures related to recruiting, compensation, hiring, onboarding, staff engagement, performance management, staff development, and exit. Ensure compliance with all applicable labor and employment laws. Own and facilitate responses to complex staff relations issues. Ensure clear and efficient staff guidelines along with policies and procedures to ensure compliance with policy governance and executive limitations. Provides a direct line of communication to the Elder Board concerning HR function and related compliance.

Key Responsibilities

% Time

Management & Oversight – Prepare and carry out annual HR strategic plan in support of Eastview's established vision. Steward HR operating budget. Track and advise Executive Director Team and Elder Board regularly on key HR metrics and important staffing matters.

10%

Staff Relations & Performance Management - Take point leadership on staff relations issues as well as those involving executive staff, and performance management. Develop and implement processes for staff performance review, feedback, and coaching.

10%

Staff Recruitment, Hiring, & Onboarding – Attract talented and gifted individuals to Eastview's staff. Receive, review, and process all applications. Screen candidates and coordinate interviews. Complete hiring process and initial onboarding, including communicating all staffing changes.

20%

Staff Support - Provide input and guidance to all ministry leaders and staff in various areas of Human Resources. Conducts meetings with ministry leaders/managers/staff on a regular basis to discuss any HR related topics and assure all needs are met.

15%

Staff Compensation & Retention - Through a combination of competitive compensation & benefits, listening, staff training and development, etc., create an effective strategy and culture to ensure Eastview is a great place to work and minister. Work closely with the Pastor of Finance and accounting staff to ensure proper administration of payroll and coordination of benefits.

10%

Policy Development / Legal & Compliance- Develop a set of clear and concise guidelines for staff. Ensure treatment of staff (executive limitations) are upheld and in compliance with all applicable labor & employment laws. Maintains in-depth knowledge of legal requirements related to day-to-day management of employees, reducing legal risks, and ensuring regulatory compliance. Network/utilize other HR professionals to move our church forward professionally in this field.

10%

Talent Development - Develop strategies and processes to identify and develop talent within the organization. Ensure a solid pipeline for future leadership roles.

15%

Staff Transitions - Manage staff transition process, conducting and assessing exit interview conversations, manage turnover reasons, and process financial care agreements as applicable.

5%

Misc. Additional related duties as assigned.

5%

Supervisory Responsibility

No direct reports currently.

Position Requirements

Skills/Competencies:

- Strong understanding of ministry practices
- Organizationally savvy in a church setting, understands how a church works
- Well versed in HR policies, practices, and laws
- Strong written and verbal communication skills
- Eye for talent and a passion for empowerment and development
- Team leadership/management
- Sees high value in processes and systems but places a higher value on people

Personal Characteristics:

- Integrity & Trust - unparalleled integrity. Can be seen by others as highly trustworthy and able to maintain confidentiality.
- Courage - ability to hold a firm line and issue corrective instruction when necessary.
- Approachable - creates warmth and safety in workplace relationships.
- Empathetic - listens well and meets people "where they are."
- Organizationally Agile - can work well with a wide spectrum of people across the church.
- Strategic Mindset

Education and Experience:

- 4-year college degree in Human Resource or related field
- Leadership/managerial experience
- 7+ years HR experience; at least 3 in a leadership role
- HR leadership experience in a non-profit or church setting is preferred