

**Concord Church Position Description**  
**Job Title: Human Resources Manager**  
**Reports to: Human Resources Director**  
**Updated: Exempt**

## **General Summary**

The Human Resources Manager supports the Human Resources Director's efforts to develop and implement human resources programs, policies, and operations. The Human Resources Manager assists with staffing and recruitment, employee relations, health and safety training/compliance, employee retention and engagement, performance management, and other initiatives.

The Human Resources Coordinator exhibits the seven Core Values of Concord Church:

- ***Dedication to Personal Growth*** – Is intentional about personal development as a man/woman, believer, and a staff member. Ephesians 5:15-21
- ***Dedication to H.I.T. (Honesty, Integrity and Truthfulness)*** – Able to confront self and others by being truthful with a spirit of love. Ephesians 4:14-32
- ***Effective Communication*** – Communicates using the THINK methodology (is True, Helpful, Inspiring, Necessary and Kind). Psalm 15
- ***Servant's Heart*** – Will possess compassion for others and a kind spirit. Philippians 2:3-16
- ***Team Spirit*** – Supports the team by having a strong work ethic, being responsive to deadlines, exhibiting professionalism at all times, actively works to resolve any conflicts that arise, and is flexible whenever necessary. Galatians 6:1-7
- ***Loyalty*** – Committed to God's will, the Executive Pastor's vision, the church's mission and vision, follows leadership, and supports the entire team. 1 Peter 2:13-25
- ***Work hard, Play hard*** – Carries out job responsibilities with passion and completes the necessary tasks to accomplish the church's mission and vision. Proverbs 17:22

## **Essential Functions**

- Work with Human Resources Director to drive key HR related processes including performance management, exit interviews, onboarding and training.
- Acts as the first level of review for employee relations issues. Conducts investigations as required and makes recommendations for disciplinary action and retraining.
- Helps assess opportunities for technical training vendors for health, safety, and computer skills development. Maintain signage for Concord Church (HR, i.e. breakroom signage and name cards – door for staff).
- Provides input and suggestions for human resources policy updates and programs.
- Tracks completion of annual reviews and other scheduled initiatives.
- Creates, audits, and analyzes human resources records and creates reports for staffing, turnover, compensation, and other key performance measures.
- Assists with training on sexual harassment, safety, and management training (such as Employee Handbook training).
- Develops and conducts on-boarding for new employees.
- Ensure strong levels of employee engagement and work to minimize employee turnover.

- Support the creation of an environment of positive and favorable employee relations where change and business decisions can be introduced constructively and consistently.
- Provide advice and guidance on individual employee relations cases, ensuring that these are well managed and meet the requirements of Concord's policies, best practice and employment legislation.
- Ensure that all employees are informed and updated by assisting with communication of key initiatives.
- Conducts exit interviews to determine the root causes of voluntary separations; analyzes data for trends and makes recommendations for policy and process improvements.
- Assures compliance with all federal, state, and local employment laws and reporting requirements.
- Manage the talent management processes for the organization. Manages the day-to-day recruiting function.
- Plan and implement all staff events and communication.
- Attends and successfully completes all training required by Concord Church.
- Performs other duties as assigned.

### **Supervisory Responsibilities**

This is an individual contributor role with no direct reports.

### **Education and Experience**

This position requires a minimum of a Bachelor's degree from an accredited college or university, preferably in Human Resources, Industrial Relations, or a related field. A PHR or SPHR is preferred but not required.

This position requires a minimum of 3-5 years of human resources generalist experience.

### **Physical Requirements**

An employee in this position primarily works in a typical office environment, is generally sedentary, and uses computers, calculators, phones, and other office equipment to fulfill the position duties. An employee in this position is required to walk, hear, speak, and stand to interact with church staff, members, and volunteers. Work is conducted in a fast-paced, rapidly changing environment. The ability to manage stress, build professional and collaborative relationships, and reason through complex church business situations is required. A flexible schedule is required since this position requires evening and weekend work.

### **Travel Requirements**

This position does not have any travel requirements.

### **Concord Church Membership**

This position is required to be a member of Concord Church. Employees in this position are expected to sincerely hold the same religious [beliefs](#) as expressed by Concord Church.