



---

## **JOB DESCRIPTION:**

**HR Director**

*Job Classification:* Full-Time, non-exempt

*Compensation:* TBD based on experience

The Human Resource Director will perform a wide range of human resource responsibilities and assist with fiscal related duties in support of the current staff team, the Elders, and The Well at large.

### **OUTCOMES AND RESULTS – SUCCESS IN THIS POSITION WILL RESULT IN:**

1. HR policies and processes are developed, refined, and implemented in coordination with the Executive Pastor and Executive Director and are supportive of our mission/vision and consistent with peer churches.
2. Professional development opportunities are created, communicated, and utilized by staff team members.
3. Staff team is compensated at or above similar positions to peer churches.
4. Employee Relations (ER) issues are addressed within the structure of the Team Covenant, Employee Handbook, and supportive of the mission/vision of the Well.
5. Provides support for Executive Director regarding financial issues, such as employee compensation... etc.

### **MAJOR RESPONSIBILITIES AND ACTIVITIES:**

1. Oversee, refine, and administer the qtrly. performance evaluation process.
2. Lead recruitment process for all open positions working with the ministry manager to identify, vet, and recommend hiring of viable candidates.
3. Complete annual compensation reviews for church staff using 3rd party data to validate pay structure - recommend to Executive Director and Elder Board salary adjustments as required.
4. Partner with outside accountant & designated Well staff to onboard new employees (I9, W9, payroll, credit card, etc.).
5. Develop and monitor implementation of HR policies - update employee handbook as required.
6. Create and model an environment that upholds the Team Covenant and encourages camaraderie among teammates.
7. Work with Executive Pastor in planning and implementing staff development initiatives.
8. Perform tasks as instructed by Executive Director related to the financial giving platform (i.e. reporting, fund creation, contribution posting, etc.).
9. Knowledgeable of Well financial processes and able to carry out daily financial duties if required.
10. Perform other various duties as needed to serve the overall functioning of The Well.

### **REQUIRED KNOWLEDGE, SKILLS, ABILITIES, AND QUALIFICATIONS:**

1. Believes deeply in the mission of God, the mission of the Church, and the mission and vision of The Well.
2. Commitment to the Staff Team Covenant.
3. Works well with a team and desires to be a family first but always supportive of the organization.
4. 3+ years of HR experience required.
5. Experience in working with Recruiting/Staffing firms
6. Excellent organizational, written and verbal communication, and interpersonal skills.
7. Proficient experience using Microsoft Excel, Word, Google Suite, and cloud platforms.
8. Ability to maintain strict confidentiality and communicate in a professional manner.
9. Ability to coordinate and collaborate with elders, staff, and various lay leaders at The Well.
10. Proactive about being informed about what is coming & taking steps to solve potential problems before they arise.

*This role reports to the HR & Finance Director who is ultimately responsible for the success and outcomes of the department.*