



HUMAN RESOURCE MANAGER

LOCATION: Lifesong Office, Gridley, IL

REPORTS TO: Director of HR & Spiritual Formation

STATUS: Full-time

FLSA: Exempt

PAYGRADE: US 5 (\$72,800 - \$93,600 annually)

BENEFITS: 11 Paid Holidays, PTO Accrual (starting at 14 days a year), 5% Match 401k, \$25k Life Insurance Policy, Medical Insurance (Lifesong pays 80% of premiums), Dental and Vision Insurance (Lifesong pays 50% of premiums), Voluntary Long-Term Disability and Additional Life Insurance

WORKS CLOSELY WITH: Lifesong Leadership and Team Members from International Ministry Sites

APPLY AT: <https://lifesong.org/about/careers/>

CORE FOCUS OF LIFSONG FOR ORPHANS:

Mission – Bringing the joy and purpose of Jesus to orphaned and vulnerable children

Vision – Orphaned and vulnerable children becoming disciples of Jesus, in healthy relationships, engaged in a local church, experiencing family and meaningful work

Method – Engaging, equipping, and encouraging Christ's Body – some to adopt, some to care, and some to give

POSITION PURPOSE:

This Human Resource (HR) Manager position advances the mission of Lifesong through managing and continuously improving US HR operations, developing effective HR systems, processes, and initiatives for US office and global ministry sites, while advising US and international leaders in ministry best practices, policy, and legal compliance issues that grow healthy ministry cultures.

PRIMARY RESPONSIBILITIES AND DUTIES:

- Manage and continuously improve US HR operations through assessing, planning, budgeting, and implementing best practices with necessary documentation and metrics
 - Lead recruiting, hiring, and onboarding efforts that faithfully steward Lifesong's culture and each candidate experience
 - Work with hiring managers to refine job descriptions
 - Leverage recruiting tools (ATS, LinkedIn, Job boards, etc.)
 - Schedule interviews and organize candidate evaluations, background checks, and hiring decisions
 - Oversee the onboarding and early performance evaluation process
 - Serve as the primary point of contact for employees with questions or concerns about Lifesong policies, practices, or difficult employee relations
 - Assist the Director of HR and Spiritual Formation in employee investigations or disciplinary actions
 - Develop and maintain programs to keep Lifesong compliant with employment laws, work authorizations, and internal controls
 - Manage payroll and compensation policies
 - Administer Lifesong benefits and work with benefit vendors as necessary to address any employee benefit needs
 - Manage the employee performance evaluation program and provide professional development coaching and training when needed
- Develop effective HR systems, processes, and initiatives for US office and global ministry sites
 - Update and maintain Lifesong, Inc's employee handbook and its related processes
 - Update and maintain Lifesong, Inc's global worker policies and processes
 - Assist partner or affiliate ministries with their own employee handbooks when able or directed

- Develop and use employee surveys to regularly assess the effectiveness of HR systems, processes, and initiatives
- Advise US and international leaders in ministry best practices, policy, and legal compliance issues that grow healthy ministry cultures
 - Assist the Director of HR and Spiritual Formation with tracking important conversations, project checkpoints, deadlines, and metrics that impact the health of the organization
 - Develop, provide, or curate HR, ministry, or other professional trainings in line with the ministry's spiritual formation plan that can be used or accessed online for personal and organizational growth
- Miscellaneous Duties: Perform other duties, as assigned

REQUIRED SKILLS:

- Passionate commitment to Lifesong's Core Focus
- Team-oriented with strong interpersonal communications and customer service skills
- The ability to be sensitive to and aware of intercultural dynamics within diverse teams
- Excellent organizational skills and attention to detail
- Strong analytical and problem-solving skills and ability to prioritize tasks
- Ability to discern and hold employee information and sensitive organizational matters with appropriate degrees of confidentiality
- Broad HR generalist background including coaching, counseling, performance management, employee engagement, teambuilding, compensation, and benefits administration
- Thorough knowledge of HR principles and federal/local regulations
- Ability to learn and understand country-specific employment laws as warranted and apply appropriate sections of applicable laws, guidelines, regulations, and ordinances to Lifesong policies
- Demonstrated success in recruiting and retaining employee talent, including creating and implementing recruiting strategies
- Experience in implementing and administering performance programs with performance metrics
- Skilled with Microsoft Office Suite and able to quickly learn online information systems that serve HR goals and objectives

EDUCATION AND EXPERIENCE:

- Bachelor's degree in HR, international relations, business, or equivalent amount of similar experience/training
- 5+ years of experience in HR
- 2+ years of international HR experience is preferred
- Experience in a non-profit ministry setting is preferred
- SHRM Certified Professional (SHRM-CP) or SHRM Senior Certified Professional (SHREM-SCP) credential preferred
- Professional development coaching or mentoring experience preferred

CONDUCT:

This position requires an active commitment to the core focus, values, and statement of faith of Lifesong. In the course of performing job duties, Lifesong employees will follow Employee Handbook policies, and act in a manner that honors Christ, demonstrating a personal Christian faith and witness in all interpersonal interactions. Lifesong is also committed to safeguarding and promoting the welfare of children and program participants and expects all employees and volunteers to share this commitment. Conduct that demonstrates the values listed below are required of all Lifesong employees.

Love God and His People, Serve with Humility, Steward Faithfully

WORKING CONDITIONS AND PHYSICAL DEMANDS:

- Tasks are normally conducted in a regular office environment requiring the use of computer and mouse and other standard office equipment
- Employees may be required to travel and have a valid driver's license and passport
- There are no specific job hazards, PPE, ergonomic concerns (beyond what was listed above), or transport of hazardous material
- Employees may need to lift and move up to 35 lbs. on occasion
- Employees are required to observe safety principles while performing the duties of the position

DISCLAIMER:

This job description is intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of responsibilities, duties, and skills required of personnel in the classification. Work hours may be irregular including performing duties on evenings or weekends.

Approved on _____
Date VP of Operations