

VIRGINIA MENNONITE MISSIONS

Position Description – Human Resources Manager

Last Updated: 12/3/20

Title: Human Resources Manager

Level: VII

Supervised by: President

Job Function: Serve as human resources manager for VM Missions with a view to undergird our efforts to make disciples of Jesus from many cultures (Matt. 28:19).

Load: Up to 60% (benefits included if 50% or higher)

Classification: Human Resources Manager - Exempt (administrative)

Qualifications:

- A. Demonstrates an active faith in Jesus Christ, commitment to the church (preferably within Virginia Mennonite Conference), and passion for God's reconciling mission.
- B. Commitment to VM Missions' Personal Covenant and embrace of VM Missions' vision, mission, values and strategic plan.
- C. Ability to maintain appropriate confidentiality and to work sensitively with everyone, including persons from different backgrounds, ethnicities and cultures.
- D. Exhibits professionalism and a willingness to keep abreast of best practices in human resources.
- E. Hospitable and gracious in interacting with others within and beyond VM Missions.
- F. Strong administrative and critical thinking skills and working style that is relational, facilitative and collaborative.
- G. Attention to details, deadlines and processes; self-starter and conscientious.
- H. Ability to communicate clearly in verbal and written forms.
- I. Proficiency in the following programs required: Word, Excel, PowerPoint, Zoom or equivalents. Ability to learn and proficiently use Financial Edge and Raiser's Edge software.
- J. At least three years' prior experience in roles which involve administrative services and/or human resources functions.
- K. Undergraduate degree preferred, as well as advanced training or education in human resources management.

	Responsibilities		Activities
1	Serve as human resources manager	1.1	With respect to office staff, develop and advertise job descriptions for approved positions; receive applications and support interview and hiring process; arrange for orientation of new staff; calendar and support performance evaluations; support termination process and arrange exit interviews; track vacation and sick leave.
		1.2	With respect to mission workers, support directors in application and hiring process.
		1.3	In consultation with President and directors, prepare annual salary and benefit statements, mission worker budgets, and Mission Support Team budgets; communicate annual payroll information to finance department. Assure proper classification of employees as exempt/non-exempt.
		1.4	Make recommendations to improve HR systems and functions.
		1.5	Provide bi-weekly payroll information for payroll services.
		1.6	Administer employee benefits program and make recommendations regarding employee benefits.
		1.7	Be able to produce Ministry Support Team reports as a backup to the Ministry Support Coach.
		1.8	Be available to answer questions regarding salary, benefits, health plans, employment policies, mission worker budgets, reimbursements.
		1.9	Maintain employee records according to law and assure communication of legally required notices.
		1.10	Maintain and publish policy/procedures handbook; recommend policy changes.
		1.11	Coordinate VM Missions' health plans; attend Mutual Aid Sharing Plan Board of Directors' meetings and perform MASP-related functions; process staff dental/optical claims; prepare reports for auditors; prepare needed reports for TPA, and workers compensation.
		1.12	Stay abreast of HR trends and regulations through participation in interagency HR meetings, SHRM membership, webinars, conferences and online resources.
2	Maintain office equipment and facilities	2.1	Manage the use and maintenance of office equipment and track terms of lease agreements on equipment, recommending renewals or replacements.
		2.2	Advertise vacant office space for lease and arrange leasing. Handle tenant issues and requests.

		2.3	Secure services for lawn mowing/landscaping, snow removal, cleaning, trash removal, and recycling, and arrange for maintenance and minor repairs to the building.
		2.4	Provide keys for new employees and request keys from terminated employees.
		2.5	Attend to the aesthetics of the office. Arrange for set-up of new offices and replacement of furniture as needed.
3	General	3.1	Attend staff meetings, planning meetings and retreats.
		3.2	Provide back-up as needed for phone coverage and walk-in visitors.
		3.3	Perform other duties as needed.