

## **VIRGINIA MENNONITE MISSIONS**

### **Position Description – Human Resources Manager**

Last Updated: 4/7/2021

**Title:** Human Resources Manager

**Level:** VI

**Supervised by:** Director of Operations

**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 100% (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	Serve as a member of the Support Team.
		1.2	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.
		1.3	With respect to mission workers, support directors in application and hiring process.
		1.4	In consultation with President and coaches, prepare annual salary and benefit statements; communicate annual payroll information to finance department. Assure proper classification of employees as exempt/non-exempt.
		1.5	Support the Global Team with mission worker/Ministry Support Team budgets.
		1.6	Make recommendations to improve HR systems and functions.
		1.7	Provide bi-weekly payroll information for payroll services.
		1.8	Administer employee benefits program and make recommendations regarding employee benefits.
		1.9	Process worker reimbursements.
		1.10	Be able to produce Ministry Support Team reports as a backup to the Ministry Support Coach.
		1.11	Be available to answer questions regarding salary, benefits, health plans, employment policies, and reimbursements.
		1.12	Maintain employee records according to law and assure communication of legally required notices.
		1.13	Maintain and publish policy/procedures handbook; recommend policy changes.
		1.14	Coordinate VMissions' 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.
		1.15	Provide keys for new employees and request keys from terminated employees.
		1.16	Attend to the aesthetics and safety of the office.
		1.17	Arrange for set-up of new offices and replacement of furniture as needed.

		1.18	Track staff, worker, and childcare workers' completion of Child Safety Training through MinistrySafe and send links to redo training every 3 years.
		1.19	Stay abreast of HR trends and regulations through participation in interagency HR meetings, SHRM membership, webinars, conferences and online resources.
2	Administrative/ Other Duties	2.1	Send biweekly <i>Prayer Partners</i> emails, write monthly <i>A Look at VMissions</i> prayer requests for church bulletins, and write quarterly <i>Rejoice! Praise and Prayer</i> items.
		2.2	Assist in maintaining VMissions' Facebook and Instagram pages and create regular content.
		2.3	Serve as a point person for event logistics and planning in coordination with other teams.
		2.4	Assist the Support Team with compliance and accreditation processes.
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.