



JOB DESCRIPTION - REDEEMER CHURCHES AND MINISTRIES

Job Title: Human Resources Director

Band: 8 or 9

Work Hours: Full-time

FLSA Status: Exempt

Reports to: CFO

Date: June 1, 2022

POSITION SUMMARY

Redeemer Churches and Ministries is seeking a skilled and motivated individual to lead human resources functions; recruitment, employee/manager relationships, compliance, compensation, and benefits. This role is shared across five churches and two shared ministries, which may at times require customization of services based on the needs of each church and ministry. Certain duties/functions may be performed at the church level. Hybrid on-site to various offices and remote.

JOB DESCRIPTION

Policies and best practices

- Develop and improve each entity's HR related systems, policies, and procedures and ensure that organization is in compliance with federal and state/city regulations.
- Provide HR expertise such as employee relationships, compensation, benefits, payroll, and recruitment, federal and NY State/City specific labor laws, non-profit regulations
- Advise on all personnel-related matters by providing coaching, guidance, and recommendations based on each entity's vision and mission to employees and managers, directors, and executive team
- Support Church Volunteer Managers by coaching on various policies, including the Child Protection policy and training.
- Function as a sounding board to support employees' best practices in the office

Employee relations

- Research, evaluate and propose leading solutions for network-wide medical and dental/vision and other benefits
- Lead and manage all incoming allegations and investigation processes such as behavior, physical/verbal/sexual harassment, and discrimination.
- Manage all disciplinary actions as well as counsel and work with managers on Performance Improvement Plans and Corrective Action Plans for their personnel
- Oversee the part-time Associate HR Manager with current responsibilities of onboarding and offboarding requirements, annual open enrollment, benefits and other HR administrative duties
- In charge of HR-related information sessions and training including oversight of the annual anti-harassment training
- Handle general HR complaints and questions from employees

Employee compliance

- In charge of employee on-boarding and off-boarding requirements.



- Guides the hiring and termination processes, including independent contractors. Perform annual research/study, review, and update compensation structure. This includes performing a periodic market study and preparing a compensation matrix
- Manage HR information systems in APS (Automated Payroll Solutions) payroll.
- Work with the Payroll Manager and Controller to properly set up payroll, especially for pastoral employees

QUALIFICATIONS

- Need to embrace the Redeemer network's vision and have a gospel-oriented heart for New York City.
- Ideal candidate will be a mature Christian who is aligned with Redeemer's values.
- At least 5-7 years of work experience as an HR director who has experience with most of the responsibilities listed above.
- Need to have a client focus and be able to work with our network of churches, their leadership and personnel.
- Minimum four-year college degree required.
- Experienced in HR systems, Google Workspace

SKILLS

- Must be able to connect with all levels of management and employees
- Excellent organizational, communication, and interpersonal skills.
- Able to earn a high level of trust and confidence
- Discretion on confidential information
- Must be a highly proficient administrator who is detail-oriented and takes initiative.
- Must also be able to manage multiple projects simultaneously and follow through on details to completion in a timely manner.