



Job Description

Position Title: Director of Human Resources
Reports To: Lead Pastor
Revised: 07.27.2018

Department: Central Ministries
Status: Full-time
Campus: Central Services

Primary Purpose

NewPointe's Director of Human Resources will help to change people's lives by leading the church's human resources function. This includes benefits administration, leading recruiting, selecting and on ramping of new hires (in concert with hiring managers), staff evaluation and development, and regulatory compliance. Ultimately all NewPointe Staff work to lead people to realize and reach their full potential in Jesus Christ.

Key Result Areas:

- Steer the hiring process from identifying staffing needs through on-ramping new employees. This includes revamping and maintaining job descriptions, recruiting and screening applicants, arranging and conducting interviews, and overseeing employee orientation and training.
- Manage employee benefits and relationships with related vendors. Analyze plan options, make recommendations for selection, and lead organization through the open enrollment process.
- Evaluate and monitor points of susceptibility for the organization and take steps to reduce liability and ensure regulatory compliance. Remain current on employment regulations and guidelines.
- Identify staffing opportunities to maximize the fulfillment of NewPointe's mission. Facilitate evaluations and performance management processes and provide supervisor coaching to optimize relationships and communication with employees.
- Oversee NewPointe's HRIS system, building out functions that will help advance the organization and maintaining proper records.
- Other duties as assigned

Position Requirements

Supervisory

- Lead volunteers

Knowledge/Skills/Abilities:

- Ability to work with confidential information discretely
- Ability to handle and mediate conflict
- Strong organizational skills
- Attention to details/follow-through
- Ability to communicate clearly and concisely, both verbally and in writing
- Proficient in MS Word, Excel, and Outlook
- Ability to multitask
- Ability to operate at a fast pace
- Ability to operate with minimal direction

Qualifications

Education: College degree in Human Resource Management desired. College degree required or 5 or more years' experience in HR.

Experience: Minimum 3 years of related experience in HR Management

Licenses: HR certificate through SHRM or HRCI preferred

Physical Activities/Requirements

- None specified

Personal and Spiritual Requirements

- Professes Jesus Christ as Lord and Savior
- Commitment to personal spiritual growth and healthy lifestyle
- Models standards and expectations of leaders with in NewPointe, including:
 1. Partnership
 2. Tithe (within 3 months of hire)
 3. Participate in authentic community (meaningful accountability)
 4. Regular attendance at all NewPointe services

At NewPointe we value working through people to accomplish goals, as well as personally contributing at a level that requires God's help. By maintaining these priorities, we will put ourselves in a position where we can continue to strive for excellence and value reaching lost people.

ACKNOWLEDGMENT

I acknowledge that I have read the above job description and can perform the essential functions of the position with or without accommodation.

Applicant Signature/Date

Management Signature/Date