

Angel of God Resource Center, Inc.
Job Description – Director of Human Resources

Position Title: Director of Human Resources

Reports to: Executive Officer/Board of Directors

Job Posting Date:

Job Summary:

The Director of Human Resource is responsible for performing HR-related duties on a professional level and works closely with senior management in supporting all employees. This position carries out responsibilities in the following functional areas: benefits administration, employee relations, training, performance management, on-boarding/off-boarding, policy implementation, recruitment / employment, and employment law compliance.

Qualifications:

Commitment to the Vision, Mission, and Core Values of AOGRC, Bachelor's degree, Minimum 3-7 years relevant HR experience (preferred), General knowledge of employment laws and practices, Experience in the administration of benefits and compensation programs and other human resources programs, Strong interpersonal skills; ability to work with individuals at all levels of the organization, Self-motivated with ability to meet deadlines independently and as part of a team, Desire to continue learning and improving skill sets, Excellent written and verbal communication skills, Sound judgement and confidentiality, Excellent organizational skills

Principle Duties and Responsibilities

General responsibilities will include, but are not limited to:

- Support the Executive Officer in the design and execution of employee and organization development strategies that equip staff to carry out the AOGRC mission.
- Oversee the performance management review process to ensure consistency, fairness, and timeliness.
- Provide support and input to management regarding employee relation issues from coaching to corrective action; proactively maintain a positive work environment through a fair and consistent resolution process.
- Help create and interpret organizational policies, procedures, and guidelines to ensure alignment with the AOGRC mission that are in compliance with government laws and regulations.
- Partner with the Executive Officer to make certain all hiring, training and performance protocol and meet organization objectives
- Create and report metrics documenting the success of talent development initiatives and align initiatives with AOGRC objectives and strategies.
- Manage and conduct recruitment efforts for all exempt and nonexempt personnel, and temporary employees; conduct background checks, new-employee orientations; monitor career-pathing program; and write and post advertisements.
- Support internal communications to ensure coordination of consistent and accurate messaging.
- Maintain and update the employee handbook to ensure accuracy and timely distribution to employees.

- Maintain knowledge of legal requirements and government reporting regulations impacting human resource functions and ensure that policies and procedures are in compliance.
- Effectively partner with others to lead organizational initiatives such as organization design, large scale change management, employee engagement, team effectiveness, and coaching at individual, team, and organization levels.
- Participate in developing department goals, objectives and systems.
- Administer benefits, including open enrollment, claims resolution, change reporting, approving invoices for payment and communicating benefits information to employees.
- Handle employee relations counseling, outplacement counseling and exit interviewing.
- Manage the annual employee engagement survey process.
- Partner with the Fiscal Department on payroll data and distribution.
- Maintain human resource information system records and compile reports from the databases.
- Maintain healthy ongoing relationships with external vendors to help ensure timely follow through and strategic insights in providing value to AOGRC employees.

And any other duties assigned by the Executive Officer