

EMERGE GLOBAL SOLUTIONS, LLC

Faith-Based Career & Business Coaching | Empowering Professional Women Globally

Ignite • Inspire • Impact

POSITION: HR CONSULTANT

INDEPENDENT CONTRACTOR | PART-TIME | REMOTE

REPORTS TO
Joycelyn A. James
Founder & CEO

ENGAGEMENT
Part-Time
Independent Contractor

LOCATION
Remote
Flexible Hours

HOURS/WEEK
10–20 hrs
Project-Dependent

ABOUT EMERGE GLOBAL SOLUTIONS, LLC

Emerge Global Solutions, LLC is a faith-based career and business coaching firm dedicated to empowering professional women globally to achieve their highest potential through transformational leadership development, strategic career planning, and purpose-driven growth. Founded by Joycelyn A. James — a seasoned human resources executive with over 20 years of Fortune 500 leadership experience across companies including Hitachi, GE, BAE Systems, NuVasive, and DaimlerChrysler — EmERGE supports women in developing their strengths and making measurable impacts in their careers and organizations.

Utilizing world-class coaching, faith integration, and authentic mentorship, EmERGE Global Solutions fosters leadership excellence, professional success, and a thriving community for women globally. With a focus on delivering tangible outcomes, the firm is committed to inspiring women to lead with authenticity and excel with purpose.

POSITION OVERVIEW

Emerge Global Solutions, LLC is seeking a highly experienced, strategic, and client-focused HR Consultant to serve as a subject matter expert and trusted advisor for our individual and corporate clients. This role is central to delivering on EmERGE's promise of world-class human resources guidance, workforce strategy, and organizational effectiveness.

The HR Consultant will work directly with EmERGE clients — including professional women, small businesses, nonprofits, ministries, and corporate organizations — providing expert HR advisory services, developing and implementing HR policies, facilitating training and workshops, and supporting clients through complex employee relations and compliance matters. This individual will also play a key role in developing the HR tools, templates, and resources that support EmERGE's growing suite of corporate consulting services.

The ideal candidate is a credentialed HR professional who brings deep functional expertise, exceptional communication skills, and a genuine passion for empowering people and organizations to thrive.

KEY RESPONSIBILITIES

1. HR Advisory & Strategic Consulting

- Serve as a trusted HR advisor to EmERGE clients — providing expert guidance on human resources strategy, organizational design, talent management, and workforce planning.
- Assess clients' organizational structures, people practices, and HR operations; identify gaps and develop tailored recommendations and action plans.
- Advise clients on HR best practices across the full employee lifecycle — from recruitment and onboarding to performance management, development, and offboarding.
- Support EmERGE's Fractional CHRO & HR Support Services clients with executive-level HR strategy, board reporting preparation, and organizational transformation initiatives.
- Partner with the CEO to develop customized HR consulting proposals, scopes of work, and client presentations for corporate engagements.

2. HR Policy Development & Compliance

- Develop, review, and implement HR policies, employee handbooks, and standard operating procedures tailored to each client's industry, size, and organizational culture.

- Conduct HR compliance audits and assessments, identifying regulatory risks and recommending corrective actions to ensure adherence to federal, state, and local labor and employment laws.
- Provide expert guidance on compliance requirements including FLSA, FMLA, ADA, Title VII, EEOC regulations, and applicable state-specific employment law.
- Support clients in establishing or strengthening HR infrastructure — including job architecture, compensation frameworks, performance review systems, and onboarding processes.
- Develop and maintain a library of Emerge-branded HR policy templates, tools, and resources for use across the client base.

3. Employee Relations & Workplace Investigations

- Advise clients on complex employee relations matters including performance management, disciplinary actions, grievances, and terminations with professionalism and legal awareness.
- Conduct or support workplace investigations into employee complaints, misconduct allegations, and policy violations — documenting findings and recommending appropriate resolutions.
- Coach client managers and leaders on effective employee relations practices, difficult conversations, and conflict resolution strategies.
- Provide guidance on termination procedures, severance considerations, and risk mitigation to protect client organizations from employment-related liability.
- Support clients in creating psychologically safe, inclusive, and high-performance workplace cultures.

4. Training, Facilitation & Workforce Development

- Design and facilitate engaging, client-facing training sessions, workshops, and webinars on HR topics including compliance, leadership development, performance management, employee engagement, diversity and inclusion, and workforce strategy.
- Deliver virtual learning experiences through Zoom, Microsoft Teams, or similar platforms — tailoring content, pace, and format to each client's unique needs and audience.
- Develop training curricula, participant workbooks, facilitator guides, and supporting materials that reflect Emerge's brand standards and commitment to excellence.
- Facilitate HR-focused group coaching sessions as part of Emerge's group coaching programs and corporate partnership engagements.
- Assess training effectiveness and provide post-session reports with participant feedback and recommendations for continuous improvement.

5. Client Support & Resource Development

- Respond to client HR inquiries and requests in a timely, professional, and solution-oriented manner — maintaining client satisfaction and trust.
- Provide ongoing advisory support to active consulting clients, serving as a reliable resource for day-to-day HR questions and emerging workforce challenges.
- Contribute to the development of Emerge's HR consulting toolkit — including assessments, templates, frameworks, and deliverable standards that can be scaled across the client portfolio.
- Collaborate with the CEO and Director of Client Success & Business Development to support client retention, upsell opportunities, and program expansion.
- Stay current on HR trends, regulatory changes, and best practices — proactively sharing relevant insights and updates with the CEO and client base.

QUALIFICATIONS & REQUIREMENTS

Required

- Bachelor's degree in Human Resources, Business Administration, Organizational Development, or a related field.
- Minimum 7 years of progressive HR experience, with demonstrated expertise across multiple HR functional areas.
- Deep working knowledge of federal, state, and local labor and employment law, including FLSA, FMLA, ADA, Title VII, and EEOC compliance requirements.
- Proven experience developing and implementing HR policies, employee handbooks, and compliance frameworks.
- Demonstrated experience managing complex employee relations matters, conducting workplace investigations, and advising on disciplinary and termination processes.
- Experience designing and facilitating professional training sessions, workshops, or webinars for corporate, nonprofit, or client audiences.

- Proficiency with virtual meeting and learning platforms — Zoom, Microsoft Teams, or equivalent.
- Exceptional written and verbal communication skills with the ability to translate complex HR and legal concepts into clear, actionable guidance for diverse audiences.
- Ability to work independently, manage multiple client engagements simultaneously, and meet deadlines in a remote, fast-paced environment.
- Alignment with the faith-based mission, values, and vision of Emerge Global Solutions, LLC.
- Must be authorized to work in the United States.

Preferred

- Advanced degree (MBA, MS in HR, or JD) — strongly preferred.
- Active HR certification: SPHR, PHR, SHRM-SCP, or SHRM-CP — strongly preferred.
- Prior HR consulting or advisory experience, particularly with small businesses, nonprofits, or professional services firms.
- Experience supporting Fractional CHRO or outsourced HR engagements.
- Familiarity with HRIS platforms such as Workday, ADP, Paylocity, or equivalent.
- Experience in industries including healthcare, nonprofit, professional services, faith-based organizations, or manufacturing.
- Coaching certification (ICF, World Coach Institute, or equivalent) — a distinct advantage given Emerge's coaching-integrated service model.

COMPENSATION & TERMS

Engagement Type: Independent Contractor (1099)

Compensation Structure: Hourly rate or project-based retainer — to be mutually agreed upon

Hours: 10–20 hours per week, project-dependent

Term: Initial 90-day engagement with option to renew

Incentives: Performance-based bonuses tied to client satisfaction scores and revenue generated through consulting engagements

Note: As an independent contractor, the selected individual will be responsible for their own taxes, benefits, and business expenses. This is not an employee position.

WHY JOIN EMERGE GLOBAL SOLUTIONS?

- Leverage your HR expertise to make a meaningful, mission-driven impact on the careers, organizations, and lives of professional women globally.
- Work directly with a Fortune 500-credentialed, visionary CEO who brings 20+ years of real-world HR leadership experience — making this a true peer advisory relationship.
- Ground-floor opportunity to help build and scale the HR consulting practice of a rapidly growing coaching and consulting firm.
- Flexible, fully remote engagement with the ability to take on multiple clients and expand your own consulting portfolio.
- Collaborative, faith-aligned team culture that prioritizes excellence, integrity, and authentic impact.
- Opportunity for expanded scope, increased compensation, and long-term partnership as Emerge scales globally.

HOW TO APPLY

If you are a credentialed HR professional who is passionate about people, driven by purpose, and ready to bring your expertise to a mission-driven firm that is changing lives globally, we would love to hear from you.

Please submit your resume, HR certifications, and a brief statement of interest to:

Joycelyn A. James, Founder & CEO | Emerge Global Solutions, LLC

Email: info@emergeglobalsolutionsllc.com | Phone: (317) 759-4898

www.emergeglobalsolutionsllc.com

*Emerge Global Solutions, LLC | Indianapolis, Indiana
Empowering Professional Women Globally | Faith. Purpose. Excellence.*

