



Human Resources Director

Overview:

This individual will provide proactive human resource administration support, leveraging her/his talents to recruit and retain top-notch talent, and to maintain a safe, understanding, supportive, and equitable workplace for all who work at Pathfinder.

Attributes:

- **People Oriented.** Working with and through others, with lots of attention spent on building and maintaining relationships while working closely and accurately within established guidelines.
- **Effective Communicator.** Stimulate and motivate others through a persuasive communication style.
- **Quick to Connect.** Socially focused with a presence that influences others.
- **Detailed Oriented.** Directs efforts and initiatives in a quick, efficient and correct manner.
- **Enthusiastic.** Shows natural initiative to achieve goals, solve problems, and contribute.
- **Energetic.** Desire to work in a dynamic, fast paced ministry environment with outcome-based metrics.

Responsibilities:

Recruitment, Hiring & Onboarding

- Spearheads the proactive recruitment of new church and school staff, creates job descriptions, advertises openings, creates connections and explores other pipelines for future talent.
- Oversees the hiring process including candidate interview processes (screening, P.I. inventory administration, phone interviews, group interviews, multi-day visits), background checks, and all hiring paperwork.
- Actively collaborates with the Whole Life Director to build processes that help assess the *cultural fit* of potential candidates.
- Serves as the Director of the Summer College Internship program.

Compensation & Benefits

- Analyzes compensation trends by completing and using annual salary surveys related to ministry and non-ministry compensation.
- Provides oversight for the administration of payroll functions for all employees.
- Assists in analyzing and administration of benefit plans and cost structure for the staff.
- Administer disability and worker compensation programs and claims.

Staff Development & Growth

- Maintains performance evaluation programs related to all staff and provide instruction to leaders in the area of performance evaluations
- Works with the Whole Life Director to leverage professional and life expertise to share in the whole life growth of Pathfinder staff.
- Stimulates a culture of staff celebration and recognition for accomplishment and milestones (anniversaries, life milestones, beginnings and farewells, team achievements, and holiday celebrations).

Organizational Compliance

- Advocates for positive employer-employee relationships and practices that keep Pathfinder a healthy and vibrant workplace culture (a best place to work!).



- Establishes objectives, assists in developing policies and procedures, maintains employee handbook, and ensures consistent and equitable application of personnel policies and procedures in accordance with State and Federal regulations.
- Ensures employer detailed records including employee files, organizational chart, etc

Qualifications and Educational Requirements:

- Degree or certification in HR required.
- Previous HR generalist experience preferred with three to five years of experience.
- Self-starter with a strong work ethic and the ability to multi-task; positive and friendly attitude; detail oriented; creative in seeking solutions to various problems; ability to work well under pressure. Strong interpersonal skills and willingness to initiate conversations.
- Familiar with Microsoft Word, Excel and available for training in Rock Data Base
Strong personal commitment to Jesus Christ and a member, or willingness to join, Pathfinder Church.






Work Schedule:

Full time position working 40 hours a week with typical working days Monday – Friday, 8:00am-4:30pm. Weekend duties occasionally may cause an adjustment during the regular working week in order to maintain 40 hours/week.

To Apply:

Interested candidates should submit an online employment application at www.pathfinderstl.org/employment.

To learn more about our organization visit us at:

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