

Human Resources Manager



Who we are: Located at the Hope Center in Plano, TX, HOPE FOR THE HEART (HFTH) is a worldwide biblical caregiving, coaching, and counseling ministry providing biblical hope and practical help for life's challenges. We're passionate about helping people apply God's Word to life. We pray that God will use our biblical resources to help people in need overcome challenges, grow personally, and become people helpers.

Department: Human Resources

Type of position: Full-time, Exempt

General Description:

The Human Resources Manager is directly responsible for the day-to-day operations of recruiting, onboarding, employee relations and performance management. This position also performs all functions throughout the employee life cycle including employee benefits, compensation, and legal compliance. Other expectations include working with ministry leaders as a strategic partner to assist in the support of short- and long-term objectives.

Major Elements:

HR LEADERSHIP

- Responsible for all functions of the employment lifecycle of HFTH, including recruitment, onboarding, payroll administration, compensation, benefits management, job process and benefit audits, performance management, employee communications, off-boarding, regulatory compliance, and reporting.
- Partner with HFTH leadership to assess and develop human resource strategies, processes, systems, policies and practices in support of HFTH's mission and vision.
- Research HR best practices, including within the licensed Christian biblical counseling arena, while considering innovative HR strategies to advance HFTH's employment brand.
- Demonstrate tact, discretion, and care in all communications; ability to maintain confidential information.
- Prepare departmental budgets and evaluate the effectiveness of activities, including cost analyses.
- Deliver best-in-class training opportunities for staff relative to roles and functions.

PAYROLL AND BENEFITS ADMINISTRATION:

- Process and ensure each payroll is done timely and accurately; completes payroll model for annual budget planning; handles inquiries from state/federal agencies regarding payrolls taxes, maintaining accurate and appropriate files.
- Research, evaluate, and select company benefits and plans; oversee implementation and accuracy of such programs; acts as employee liaison as needed with carriers.

NEW EMPLOYMENT ADMINISTRATION:

- Administration of the HFTH hiring process identifying qualified candidates that fit the organizations needs as requested by hiring manager and are within HFTH standards.
- Ensure paperwork required by state and/or federal regulations is timely completed in compliance with legal obligations. Ensure proper documentation is timely submitted to organization's outsourcing vendors in accordance with the vendor's rules.

EMPLOYMENT PRACTICES AND POLICIES:

- Create and maintain appropriate, fair, and equitable HR policies; stay abreast of and promote knowledge and adherence to current federal and state laws affecting HFTH's employment policies and practices.
- Serve as primary resource for management in helping deal with employee issues.

- Responsible for the development, training, and maintenance of an annual review program.
- Provide timely HR communications through appropriate communication channels.

SPIRITUAL LEADERSHIP:

- Encourages spiritual growth among staff members, modeling a strong commitment to Christ and a focused pursuit of spiritual maturity.
- Maintain a consistent and contagious walk and witness for Christ.
- Emotionally intelligent with relevant experience cultivating relationships with current and potential employees; adept at fostering a supportive, team-oriented department.

Qualifications:

- Bachelor's Degree from a four-year college or university; or 8 or more years related experience and/or training; or combination of education and experience.
- Proficient in Microsoft Suite
- Ability to respond effectively to the most sensitive inquiries or complaints such as media, attorneys, regulatory agencies or law enforcement.

This job posting is only a summary of the typical functions of the job, not an exhaustive or comprehensive list of all possible responsibilities, tasks, and duties.

To Apply: Email your cover letter and resume to jobs@hopefortheheart.org. No calls, please.

For an overview of our ministry and to view more career opportunities, visit our website at www.HopeForTheHeart.org