

MINISTRY DESCRIPTION



Title: Human Resources Manager
Division: Office of the President
Working Group: Human Resources
Reports to: Vice President-Human Resources

Schedule: Regular, full-time
FLSA: Exempt

Ministry Function:

The Human Resources Manager supports the ministry of Convoy of Hope by providing support to general human resources functions and working closely with the Vice President-Human Resources to successfully research, develop, and implement effective staffing strategies to attract a diverse pool of qualified and capable talent for the organization.

Essential Duties & Responsibilities:

1. Develops and executes a full cycle hiring process, including approved applicant requisition, managing the humanresources@convoyofhope.org email account, screening interviews, and collaborating with hiring managers to select from a diverse pool of identified qualified applicants for placement.
2. Creates, formats, and maintains ministry descriptions for all departments.
3. Identifies and implements effective job posting and advertisement methods based on the role and needs of the organization.
4. Assists the Vice President of Human Resources with assigned projects, including:
 - a. Metric reporting maintenance (annual retention, monthly hires/terms, EEOC, etc.)
 - b. Independent contracts
 - c. Interview and moving expenses
 - d. Secondary payroll administration functions
5. Prepares for and represents Convoy of Hope at recruiting events by researching, planning, and attending job fairs, campus events, and other talent-focused opportunities.
6. Assists the Vice President of Human Resources with the development and implementation of an academic internship program that includes oversight of intern applications, selection process, and ongoing follow up with intern supervisors.
7. All other duties as assigned.

Required Knowledge, Skills & Abilities:

1. Bachelor's degree is preferred; high school diploma or equivalent is required.
2. 2+ years HR experience, including recruiting, is required; 5+ years is preferred.
3. Ability to provide clear and consistent communication.
4. Exceptional handling of sensitive information and confidentiality.
5. Meticulous organizational skills and a systems thinker.
6. Ability to use a PC/Mac and software programs, including Microsoft Outlook, Word, and Excel.
7. Serve as an advocate for the ministry, striving to nurture, broaden, and develop financial and other resource opportunities to support and expand organizational and program ministry.
8. Ability to positively represent the ministry of Convoy of Hope, including its mission statement and core values, to all outside constituencies.
9. As a Christian organization, Convoy of Hope believes it is critical that each staff member embraces the organization's religious purposes for which it exists and not only agrees with its Statement of Faith but demonstrates it in their lives on an ongoing basis.

Supervisory Responsibilities:

Position may supervise volunteers or interns.