

# HUMAN RESOURCE MANAGER

**LOCATION:** Lifesong for Orphans Office, Gridley, IL

**STATUS:** Full-time

**BENEFITS:** Yes

**REPORTS TO:** VP Operations

**WORKS CLOSELY WITH:** Lifesong Leadership and International Ministry Site Leadership

## POSITION SUMMARY:

Lifesong's Human Resource Manager oversees all Human Resources (HR) operations including but not limited to recruitment and hiring, benefit management, policy implementation, and staff development and retention, and is directly responsible for foreign-based employees and expatriate HR matters.

## SUPERVISORY RESPONSIBILITIES:

- Recruits, interviews, hires, and trains new staff—U.S. and expatriate employees.
- Assists international ministry partners in recruiting and hiring key local leadership positions.
- Oversees the daily needs of the department.
- Oversees and ensures timely performance evaluations.
- Handles discipline and termination of employees in accordance with company policy.

## DUTIES AND RESPONSIBILITIES:

- Provides day-to-day oversight and direction in all aspects of Lifesong home office and international HR.
- Assumes corporate responsibility for development of company HR guidelines, policies and procedures on US and expatriate issues.
- Serves as the designated expert on the interpretation of HR policies issues.
- Evaluates, establishes, and maintains benefit plans for U.S. and expatriate employees.
- Develops and assists with the implementation of HR programs for all foreign entities with a concentration on host-country labor law and legal issues.
- May maintain involvement with new foreign entities to develop policies, processes, and procedures and handle employee relations issues.
- Responsible for implementation of international contracts, hiring of local nationals outside the U.S., and handling expatriate tax issues.
- Provides guidance to leadership team; assists with resolution of HR, compensation, and benefits questions, concerns, and issues.
- Ensures compliance with employment, benefits, insurance, safety, and other laws, regulations, and requirements.
- Maintains knowledge of laws, regulations, and best practices in employment law, HR, and talent management.
- Maintains ongoing relationship and communication with expat employees to provide pastoral care/support as needed.

## **EDUCATION AND EXPERIENCE:**

- BS/BA in Human Resources, International Relations, other business-related field, or an equivalent amount of experience and training.
- At least five years of HR experience.
- At least two years of international HR experience preferred.
- SHRM Certified Professional (SHRM-CP) or SHRM Senior Certified Professional (SHRM-SCP) credential preferred.
- Professional Development Coaching or Mentoring experience preferred

## **REQUIRED SKILLS AND ABILITIES:**

- Have a clear understanding of and commitment to Lifesong for Orphan's mission and vision.
- Adhere to and share the Lifesong for Orphan's Statement of Faith, Cultural Values, and Standards of Care.
- Excellent verbal and written communication skills.
- Excellent interpersonal and customer service skills.
- Excellent organizational skills and attention to detail.
- Thorough understanding of country-specific employment laws as warranted.
- Ability to comprehend, interpret, and apply the appropriate sections of applicable laws, guidelines, regulations, ordinances, and policies.
- Strong analytical and problem-solving skills.
- Strong supervisory and leadership skills.
- Ability to prioritize tasks and to delegate them when appropriate.
- Proficient with Microsoft Office Suite or related software.
- Cultural sensitivity

## **PHYSICAL REQUIREMENTS:**

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.
- Ability to travel internationally occasionally.

This job description is intended to convey essential information about the scope and requirements of the position. It is not intended to be an exhaustive list of qualifications, skills, duties or responsibilities associated with the role. Staff may be assigned tasks other than those specifically listed in this description in order to further the goals of the role or of the organization.

**Serious applicants should complete the initial application form at [lifesong.org/job-board](https://lifesong.org/job-board). No calls please.**

