



HAYWOOD ST Director of Human Resources & Staff Wellness

The Director of Human Resources & Staff Wellness will support HSC staff to ensure a culture and work environment that reinforces the mission, goals, and objectives of Haywood Street Congregation with a focus on “Relationship, above all else.” Will incorporate HSC’s core values into personnel policies and staff care initiatives to promote employee job satisfaction and well-being. Will collaborate with and support directors/managers. The Director of Human Resources & Staff Wellness will be an integral part of and assist the leadership team and will work closely with the Staff Parish Relations Committee.

Reports to: Executive Director

Duties and Responsibilities:

- Devise and implement procedures and practices for hiring new staff and managing staff
- Oversee job posting, recruitment and hiring process for new employees
- Establish and oversee an orientation for onboarding new staff and training them to meet the needs of HSC while maintaining staff wellness
- Assist directors/managers with staff evaluations and communications
- Assist directors/managers with disciplinary actions
- Develop, implement and revise staff compensation policies and practices
- Develop and update job descriptions to support the organization’s growth and development
- Plan and implement staff appreciation events, retreats
- Assist staff with self-care and refer to pastoral care or counseling as needed
- Find and promote opportunities for staff growth, education and professional development
- Work with directors/managers to address staff’s need for feedback

- Communicate with staff about compensation, benefits and other facets of their employment
- Maintain employee handbook
- Maintain staff records and reports
- Perform benefits administration
- Communicate with Financial Administrator and payroll processor regarding payroll information and updates.
- Develop lines of ongoing internal communication and promote opportunities for staff to interact with each other
- Co-Lead Diversity, Equity and Inclusion assessment along with our Leadership Team and oversee implementation of action steps designed to enhance DEI
- Ensure all human resources decisions are made with an equity lens
- Facilitate the resolution of conflict among staff members
- Oversee exit interviews

Desired Skills and Qualifications:

- Thorough understanding and acceptance of the Haywood Street mission and vision
- Professional human resources experience
- Experience addressing issues of diversity, equity and inclusion in an organizational setting
- Excellent communication and interpersonal skills

Scope:

This is a full-time, 40 hour per week position.