

Human Resources Manager (Full-Time / .75 FTE / 30 hours per week)

Are you ready to take the lead in creating a vibrant, supportive workplace that attracts and retains exceptional talent to carry out our Christ-centered mission? The Human Resources Manager will collaborate with internal stakeholders and the Professional Employment Organization (PEO) to oversee all aspects of the employee life cycle. This includes leading initiatives in recruitment, onboarding, orientation, employee satisfaction and recognition, payroll, compensation, performance management, and employee benefits. Reporting directly to the President & CEO, the HR Manager plays a pivotal role in fostering a positive workplace culture, ensuring the organization attracts, develops, and retains top talent.

To learn more about the impact that IM is having in the lives of people with disabilities, watch Maddy's story here:

<https://vimeo.com/user124704206/review/938398361/fbf29709e3>

Intrigued about this opportunity? **Apply today!**

Why Work For Us?

- Excellent, competitive pay – Up to \$34.50 / hour.
- Great benefits package.
- Enjoy coming to work every day knowing you've made a difference in the lives of people with disabilities.
- Be part of a mission, not just a job! Check us out online – www.inspirationministries.org

Benefits & Conditions:

- 60-day waiting period for enrollment
- Health plan reimbursement for marketplace coverage
- Dental and Vision Insurance
- Free Basic Life Insurance, Short Term Disability, Accidental Death and Dismemberment Insurance
- 401(k) Retirement Plan
- Referral Bonus

Major Responsibilities:

- Consults with, and is the primary point of contact for Engage, IM's Professional Employment Organization (PEO), and their 3rd party vendors that IM partners with to streamline new employee onboarding; payroll processing; legal support for performance and disciplinary issues, employee assistance program, and other HR matters; performance management (Prism HR), 401k program (Slavic 401k).
- **Recruiting:** Oversees the recruitment, interviewing, and hiring of new staff.
- **Orientation/Onboarding:** Leads, coordinates and facilitates new employee orientation, ensuring new employees have a positive experience from day one.
- **Benefits:** Plans and oversees employee benefit programs, such as retirement, health insurance, and vacation; leads new-employee benefit enrollment and open enrollment efforts.
- **Employee satisfaction:** Plans, coordinates and implements annual employee satisfaction survey, compiles responses, and works closely with the Executive Team to develop action plans that effectively address key issues.
- **Training and continuing education:** Recommends, develops, and provides training to staff; oversees and ensures new employee training compliance and continuing education compliance per DHS 83 using Relias Learning and other in-person training sessions.
- **Professional Development:** Proactively works with managers to create and coordinate professional development plans for "star" or "up and coming" employees.
- **Compliance:** Ensures compliance with all federal, state, and local employment laws.
- **Performance management:** Oversees and manages the annual performance management process, ensuring constructive and timely performance evaluations.
- **Reporting:** Tracks human resources related key performance indicators, uses data to create interventions and action plans that improve recruitment and retention of staff, delivers plans to the Executive Team.

Experience, Qualifications, and Requirements:

Years of Experience	3 + years of human resource management experience.
Education/Experience	Bachelor's Degree in Business, Organizational Management, Human Resources, Human Services, or equivalent knowledge and experience.
Certifications	SHRM, PHR, SPHR preferred, but not required.