



Position Description

Position Title: Human Resources Manager

Reports To: Chief Operations Officer

Hours/Location: Part-Time, 15-20 hours per week, Fully remote

SUMMARY

The Human Resources Manager manages Legacy Coalition's processes and procedures needed to effectively manage consultants and volunteers of Legacy Coalition.

QUALIFICATIONS/REQUIREMENTS

- Experience with HR in a Christian non-profit ministry and/or the Christian church.
- Proven vision and skills to develop and implement key strategic initiatives while working in a virtual office environment.
- Personal qualities of integrity, credibility, and commitment to the mission and ministry.

ESSENTIAL JOB DUTIES

- Develop strategies, processes and systems to attract, screen, track and hire qualified candidates.
- Assist the Leadership Team in developing onboarding programs to help new hires integrate into Legacy Coalition.
- Assist with developing job descriptions and career paths that align with the organizational structure and recommend compensation levels.
- Participate in aligning and planning for staff structure with organizational strategy and ministry goals.
- Provide oversight to Team Building and Engagement opportunities to foster team cohesiveness in a virtual environment.

GENERAL REQUIREMENTS FOR ALL POSITIONS

- A Christian, willing to sign the Legacy Coalition Statement of Faith
- A Grandparent, or soon to be one
- Able to work in a virtual environment and participate in meetings via telephone or Internet technology platform (currently ZOOM)
- Retired or working part-time