

HUMAN RESOURCES MANAGER ROLE DESCRIPTION

The Human Resources Manager contributes to the creation of a world-class staff and flourishing culture by ensuring that all human resources across CHCC and CHCS are in alignment with the character, chemistry, culture and competence desired of staff; by overseeing the hiring, transitioning, and evaluation of CHCC and CHCS staff; by partnering with the Executive Pastor to build a developmental culture for spiritual and professional growth and creating and delivering systems, tools, training and resources toward that end; and by leading, developing, and directing the Human Resources staff and volunteer teams for maximum impact.

RESPONSIBILITIES

Provide Strategic, Effective, Inspiring Leadership for Human Resources Staff

Collaborate with Managers to Hire Top Talent that Accomplishes the Mission and Builds Our Culture

Partner with Managers to Onboard and Transition CHCC and CHCS Staff

Promote Staff Development through Effective Performance Management

Lead and Execute an Annual Compensation Adjustment Process

Deliver High-Caliber Staff Development and Appreciation Resources and Events

Partner with Staff Leaders to Develop a Flourishing Staff Culture

Oversee the Organizational Development Operating Budget

Consult with the Controller on Benefits, Employee Handbook, and HR Matters

Ensure All Personnel Records Are Managed According to State and Federal Law

Conduct Exit Interviews to Identify Cultural Strengths and Growth Opportunities

Lead the Department to Recruit a Highly Effective Volunteer and Advisory Volunteer Team

Demonstrate a Commitment to Growth

Model a Growing and Vibrant Relationship with Christ

- Pursue full devotion to Christ and be an active member of church (who lives out our vision in all three areas)
- Embody other-centered, servant leadership in all interactions

Demonstrate Commitment to Cherry Hills Community Church

- Be an active, engaged participant at weekend services
- Serve at church-wide, all-hands-on-deck events
- Accept and uphold CHCC's Essentials of Our Faith

REQUIREMENTS

PHR Certification

POSITION TYPE: Full-Time, Exempt

HOURS PER WEEK: 40+