

Director of Human Resources

Job Description

Job Title: Director of Human Resources

Supervisor: Executive Director

Location: Wilson Center

Position Type: Full-time

Exemption Status: Exempt

Preston Taylor Ministries (PTM) is a Christian-based non-profit organization that exists to provide safe and fun neighborhood programming for kids to learn and grow. Programs include after school tutoring, summer field trips, seasonal sports, one-on-one mentoring, Bible studies, camps, and more. These programs for kids are supported by PTM staff, community and parent volunteers, and generous donors that support the work of PTM. PTM empowers our kids to discover and live their God-inspired dreams, develop a love for learning, and build joy-filled friendships that glorify Christ Jesus

Reporting to the Executive Director, this Director of Human Resources will be responsible for overseeing all human resource programming for Preston Taylor Ministries. We're seeking a passionate person to motivate and support PTM's staff as they live the mission of PTM by serving kids each day. You'll oversee personnel and daily operations of the HR function and be the point person in the organization for management and employee support.

Role and Responsibilities

- Manage all HR activities including recruiting, training, employee communications, performance coaching, and employee relations for PTM
- Coordinate with organizational leaders to ensure policies and practices are in compliance with HR laws and regulations
- Develop recruiting plans, interview practices, and candidate evaluation methods in accordance with fair practices and labor laws
- Work with the Diversity Equity and Inclusion committee to create practices at PTM that mirror DEI goals and priorities
- Recruit and interview potential candidates and make recommendations for hire
- Create consistent onboarding practices across the organization
- Write policies and procedures for PTM and suggest changes as needed based on employee and organizational needs
- Recommend training needs for PTM staff to the executive team

- Research compensation guided by industry standards in order to create salary structures and administer employee benefits
- Attend staff meetings and departmental meetings as requested
- Oversee exit interviews and procedures
- Mediating and suggesting solutions to employee relations discussions or disagreements

Job Requirements

- 5+ years in people operations or human resources
- 1+ years of experience within a non-profit, church, education, or another relevant environment
- Strong leadership skills, training and development, and decision-making skills
- Effective and clear verbal and written communication skills
- Strong leadership and managerial skills to oversee the HR department and work with all employees within the company
- Project and time management skills
- Organizational skills
- Proven expertise solving problems
- Knowledge of computers to perform necessary tasks with common office and HR programs
- Bachelors and/or Masters in related field preferred