

DATE: May 2017

JOB TITLE: Human Resources Manager

This is a full-time, salaried position with retirement savings plan, healthcare insurance and HSA benefits. Position begins with two weeks' vacation plus personal days, sick time and paid holidays.

This position works from the TEAM office in Carol Stream, Illinois (400 S. Main Place).

Reports to: Personnel Director

TEAM's Human Resource Manager needs to be a person who wants to contribute to world mission by using her/his God-given gifts in the context of a global mission organization. This individual should be a believer in the Lord Jesus Christ, active in fellowship with a bible-believing church, and should desire to make a difference through involvement in world missions.

Purpose:

To administer human resources policies, programs and practices, including planning, organizing, developing, implementing, and coordinating. This role exists in the context of TEAM's Personnel Group, which provides HR services, staff development and training and other employment services to both U.S. staff and international missionaries.

Competencies for Success:

To perform the job successfully, an individual should demonstrate the following competencies to perform the essential functions of this position.

- Spiritually mature and still actively developing spiritually
- Positive attitude, team player and passionate about serving God and others
- Problem solving—the individual identifies and resolves problems in a timely manner and gathers and analyzes information skillfully
- Interpersonal Skills—the individual maintains confidentiality, remains open to others' ideas and exhibits willingness to try new things.
- Strong written and verbal communication skills, including conflict resolution – the individual edits work for spelling and grammar, presents numerical data effectively and can read and interpret written information.
- Planning/organizing—the individual prioritizes and plans work activities, uses time efficiently and develops realistic action plans.

- Quality control—the individual demonstrates accuracy and thoroughness and monitors own work to ensure quality.
- Highly computer literate with excellent skills in standard office computer programs. Eager to learn new applications.
- Adaptability—the individual adapts to changes in the work environment, manages competing demands and can deal with frequent change, delays or unexpected events.
- Dependability—the individual is consistently at work and on time, follows instructions, responds to management direction and solicits feedback to improve performance.
- Teachability – willing to learn how to apply HR concepts in new environments

Requirements:

- Qualified Candidates will have Bachelor's degree in business, human resources, or related field of study, 3-5 years of experience in a human resources management position, or equivalent combination of education and experience. Professional in Human Resources (PHR) designation desirable.
- Excellent knowledge of employee benefits programs
- Good sense of humor, quick to laugh

Preferred Qualifications:

- Experience with UltiPro and online onboarding tools
- Background and experience with nonprofit organization, ideally a religious ministry

Responsibilities:

- Foster a culture in TEAM that reflects TEAM's core values
 - Assist the interface between staff and management with feedback on staff morale, concerns and expressed needs
 - Manage the TEAM staff annual performance evaluation process (includes preparing both supervisors and evaluated employees); assist supervisors with writing and maintaining accurate and current job descriptions
- Recruitment and orientation of new staff
 - Ensure that appropriate publicity of TEAM's hiring opportunities is done in local churches, schools and on Christian internet job networks
 - Work with supervisors to define the most important skills and abilities needed to thrive in the job to be filled
 - Coordinate recruitment efforts with hiring managers, coordinate interviews, accept resumes and applications, interview and assist with the final hiring decision process
 - Facilitate effective new employee orientation into TEAM
 - Oversee the out-processing employees who leave TEAM. Conduct exit interviews with terminating employees, sharing appropriate feedback with supervisors and/or management

- Maintain TEAM's staff HR data and systems, including accurate employee timekeeping records and all forms used by HR. Work with TEAM's payroll specialist to prepare payroll
- Work with TEAM's in-house attorney and the Personnel Director to maintain an up-to-date staff employee handbook
- Stay current with governmental HR laws and regulations that affect TEAM and suggest changes to policy and practice as needed
- Participate in the process of staff development by assessing needs, evaluating in-house training resources and tracking staff development efforts
- Develop a volunteer program that benefits both TEAM and those who volunteer
- Provide public information such as verifying employment.
- Do HR internal audits and rectify any deficiencies that come to light
- Monitor unemployment claims, worker compensation claims and other legal HR issues
- Receive and act on employee complaints or grievances
- Other tasks that occasionally arise

Physical Demands/Work Environment:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The employee is regularly required to stand, sit, walk, climb stairs, talk, listen and occasionally lift and/or move up to 20 pounds.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of responsibilities, duties and skills required of personnel in the classification.

ABOUT THE EMPLOYER

TEAM - The Evangelical Alliance Mission is a global mission agency that partners with local churches to send missionaries and establish reproducing churches among the nations, going where the most people have the most need and proclaiming the gospel in both word and action. We envision the church transforming our world. Founded more than 125 years ago, we partner with churches to send missionaries to work in evangelism, church planting, community development, healthcare, education, social justice, business as mission and many other areas of global missions.

To accomplish these objectives, we subject our lives to the truth of Scripture, and we rely on God through prayer. God provides what is necessary to carry out world evangelization. While only God can save, we speak His words, use His gifts, and reflect His love. Without constant reliance on God through prayer and obedience to His Word, we can do none of these things.

TEAM is dedicated to the principles of equal employment opportunity. The organization prohibits unlawful discrimination against applicants or employees based on age, race, sex, color, national origin or disability in accordance with applicable legal requirements. This prohibition includes unlawful harassment because of an individual's membership in any of these protected classes.

Because it is a religious organization, TEAM is permitted by law to use its religious doctrines and practices as a basis for hiring and other employment decisions with all employees. In addition, employees having ministerial functions, including missionaries and employees in certain roles, may be subject to special requirements or qualifications based upon religious principles.

Applications for employment are available online at www.TEAM.org
Both an application and a resume are needed to be considered for this job; please send to Human.Resources@TEAM.org

Inquiries may be made to:

TEAM / The Evangelical Alliance Mission
400 S. Main Place, Carol Stream, IL 60188-2407
Interim Human Resources Mgr. – Elmer Lorenz
Ph. (630) 614-4871 < Human.Resources@TEAM.org