



Position Posting: Human Resources Manager

Location: Villa Park, IL; Remote work hybrid possible

Type of Role: Full time; Salaried

Date: December 2022

What are you looking for? Are you a believer in the Lord Jesus Christ who is in fellowship with a bible-believing church that wants to make a difference through involvement in the global advance of Christ's Kingdom? If you are looking for meaningful work with long-reaching global impact within an organizational culture that values each and every team member, this may be the role for you!

About TEAM: TEAM - The Evangelical Alliance Mission is a global Christian ministry organization founded in 1890 that partners with churches to equip and send global workers who make disciples of Jesus Christ among the nations. TEAM is both an equal opportunity employer and a faith-based religious organization. For this reason, TEAM hires only candidate who wholeheartedly and without reservation agree with and live according to [TEAM's Statement of Faith](#). TEAM staff thoroughly embrace the [purpose, vision, beliefs, and values of TEAM](#).

About the Role: The *Human Resources Manager* will administer human resources policies, programs, and practices in the areas of culture, recruiting and onboarding, staff development, terminations, and compliance. 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 global workers.

Key Responsibilities include but are not limited to:

- Participate in fostering a culture in TEAM that reflects TEAM's core values, supports employees, promotes organizational goals and enhances the ability to work together
- Initiate communication, planning and implementation for a wide variety of staff-related needs including informational announcements, staff meetings, required trainings, and other HR related topics
- Maintain HR compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews policies and practices to maintain compliance
- Manage HR data in tracking systems and secure storage solutions; develop and enhance HRIS utilization
- Coordinate recruitment efforts by ensuring appropriate publicity of open positions, working with hiring managers, coordinating interviews, accepting resumes and applications, interviewing and assist with the final hiring decision process
- Facilitate effective new staff employee orientation into TEAM; Participate in global worker employee onboarding process development
- Development and retention of existing staff by facilitating job description creation, performance evaluation process, and ongoing training opportunities
- Manage unemployment claim requests, worker compensation claims, employment verification requests, and other legal HR topics
- Consult and advise related to HR best practices in a context that prioritizes ministry and includes North American and internationally based employees and workers
- Oversee employee grievance procedures, investigations, disciplinary actions, reasonable accommodations, and out-processing of all employees who leave TEAM.

Qualifications of the Role:

- Education and Work Requirements
 - Bachelor's degree in business, human resources, or related field of study
 - Minimum 3-5 years of experience in an advanced human resources position, or equivalent combination of education and experience
 - Professional in Human Resources (PHR) designation desirable (SHRM or HRCI)
 - Experience managing employee benefits preferred
 - Background and experience with a nonprofit organization, ideally a religious ministry preferred
- Additional Skills and Qualifications
 - Spiritually mature with a growing relationship with Jesus Christ
 - Possess great relational ability - someone who is winsome, loves people and gains satisfaction from working on a team to help people meet their spiritual, philanthropic and missional goals
 - Excellent verbal and written communications skills
 - Able to easily maintain confidentiality and prudence in communication
 - Proven ability to efficiently multitask and prioritize work responsibilities
 - Detail-oriented and accurate, yet outgoing and personable
 - Demonstrate an attitude of love, compassion, and respect to the US Staff, global workers, and partner organizations that we serve
 - Excellent computer skills; experience working with office software, video conference call platforms, employee data tracking and HRIS systems.

Disclaimer: The information in this job description indicates the general nature and level of work to be performed. This job description is not designed to contain or be interpreted as totally comprehensive of every job duty, responsibility, or qualification required by an employee assigned to this job. While employed in this position, an employee may be required to perform other assignments not listed in the job description.

Employment applications are available online at: <https://team.org/about-us/staff-opportunities>. Inquiries may be made to:

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