



## Position Description –International Headquarters

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| <b>Date</b>                        | January 11, 2018  |
| <b>Title</b>                       | Director, Human Resource Ministries   |
| <b>Education Requirements</b>      | Masters Degree  |
| <b>Experience Required/Desired</b> | 3-5 years   |
| <b>Immediate Supervisor</b>        | Member of the First Presidency  |
| <b>Employment Status</b>           | <input checked="" type="checkbox"/> Full Time ( <i>40 hours per week</i> )<br><input type="checkbox"/> Part Time<br><input type="checkbox"/> Part Time  |
| <b>Summary of Position</b>         | <b>An ordained Community of Christ minister who provides strategic and operational leadership of World Church human resource processes which analyze, develop, and implement policies and procedures encompassing all aspects of human resources for staff throughout the world.</b>  |
| <b>Essential Functions</b>         | <ol style="list-style-type: none"> <li>1. Oversees all human resource functions for the world-wide church</li> <li>2. Directs the Human Resource Ministries team</li> <li>3. Works closely with the International Services Team</li> <li>4. Provides human resource guidance to all of the fields of the church</li> <li>5. Coordinates with the Presiding Bishopric the retirement benefits for senior appointees and retirees</li> <li>6. Participates as a member of World Church Human Resources Committee, providing primary administrative support for the committee</li> <li>7. Develops and administers appropriate compensation and benefits for all employees</li> <li>8. Coordinates with the Director of Field Ministry and senior church leadership in the assignment of staff</li> <li>9. Ability to travel regularly throughout the world to engage in public ministry and support to staff</li> </ol> |

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| <b>Competencies/Skills</b>        | <p>Required</p> <ol style="list-style-type: none"> <li>1. Ability to work well with others</li> <li>2. Ability to balance priorities</li> <li>3. Integrity and Trust</li> <li>4. Approachability</li> <li>5. Maintains composure under stress</li> <li>6. Deals well with ambiguity</li> <li>7. Compassion</li> <li>8. Confidentiality</li> </ol> <p>Desired</p> <ol style="list-style-type: none"> <li>1. HR experience</li> <li>2. Bilingual (French or Spanish)</li> <li>3. Understanding of staff needs in the world-wide church</li> <li>4. Sound budgetary and financial skills</li> </ol> |
| <b>Supervisory Responsibility</b> | <p><input checked="" type="checkbox"/> Yes<br/><input type="checkbox"/> No</p> <p>The director supervises:</p> <ul style="list-style-type: none"> <li>• Benefits Specialist</li> <li>• HR Generalist for the Field</li> <li>• HR Generalist for IHQ</li> </ul>   |
| <b>Other Duties</b>               | <p>Please note that this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Other duties, responsibilities and activities may be assigned when necessary.</p>   |
| <b>Registered Youth Worker</b>    | <p>Employee is required to be a registered youth worker with Community of Christ or be able to register within 30 days of hire date</p>  |
| <b>Ministerial Status</b>         | <p><input checked="" type="checkbox"/> Yes<br/><input type="checkbox"/> No</p>   |
| <b>Overtime Status</b>            | <p><input checked="" type="checkbox"/> Exempt<br/><input type="checkbox"/> Non-exempt</p>  |
| <b>Benefit Eligibility</b>        | <p><input checked="" type="checkbox"/> Yes<br/><input type="checkbox"/> No</p> <p>Eligible for all benefits</p>  |