



Human Resources Manager

JOB SUMMARY:

The Austin Disaster Relief Network (ADRN) is a Christian nonprofit 501(c)(3) organization, comprised of over 190 Greater Austin churches and thousands of trained volunteers bringing hope into crisis. ADRN's network enables and empowers church members to organize, prepare, mobilize, and respond quickly in the event of a disaster, great or small, seeks a Human Resources Manager (HRM) to be based in Austin, Texas. The HRM guides and manages the overall provision of Human Resources services, policies, and programs for the entire organization.

DUTIES AND RESPONSIBILITIES

- Collaborate with Senior Management to identify employment needs within the Organization.
- Recruit and manage Human Resources staff.
- Screen applicants for the job and organizational suitability and coordinate introductions to hiring managers.
- Coordinate and participate in interviews of applicants.
- Contact applicant references and order/evaluate background checks on applicants.
- Conduct compensation surveys and provide compensation strategies for the Organization.
- Administer employee benefits packages. Conduct market research on benefits packages upon renewal.
- Implement and provide oversight for the performance management system and improvement systems for staff and volunteer core teams.
- Lead organizational development initiatives (gain an understanding of gaps within staff/core teams and recruit to fill gaps as well as to refine and improve skills of existing staff and leadership).
- Direct the needs assessment for training and staff development to enhance and support the effectiveness of employee performance in achieving the goals and objectives of the Organization.
- Conduct employee orientations, on-boarding, and off-boarding efforts.
- Actively recruit potential applicants from the Organization's network of churches, its volunteer base, and the local community.
- Lead employee development and training efforts.
- Develop and manage a Human Resources volunteer core team to assist in the Organization's HR needs.
- Assure organizational adherence and compliance to employment and regulatory concerns and draft related policies.

- Develop organizational policies, procedures, and documentation.
- Engage in employee relations efforts, including support for staff and volunteers, rewards and recognition programs, various employee services, and general job-related coaching.
- Ensure the maintenance of an environment of employee safety, welfare, wellness, and health, especially in times of disaster.
- Investigate employee issues and conflicts and ensure the application of biblical conflict resolution principles.
- Provide consulting and HR services for related organizations, including HOPE Prayer Room, Hope Family Thrift Store, and United Disaster Relief Network.

The HRM originates and leads Human Resources practices and objectives that will provide an employee and volunteer-oriented, Kingdom-minded culture that emphasizes prayer, empowerment, excellence, productivity, high standards, goal attainment, and the recruitment and ongoing development of a superior and diverse workforce.

The HRM implements services, policies, and programs through Human Resources staff, reports to the CFO, serves on the Senior Leadership Team, and assists and advises Organization leadership about Human Resources issues.

QUALIFICATIONS

- Bachelor's degree and five years of experience in human resources, relational development, or related fields required. Alternatively, an Associate's degree and seven years of human resources and/or relational development experience.
- Ability to organize time, manage diverse activities and meet deadlines with minimal supervision.
- Demonstrate flexibility to changing situations and priorities.
- Detail-oriented, professional, reliable, and punctual.
- Excellent written and oral communication skills, including proofing and editing of documents.
- Experience planning and coordinating projects and meetings.
- Experience supervising and recruiting staff and volunteers.
- Demonstrated ability to professionally represent ADRN to volunteer base.
- Ease in using a wide variety of office software.
- Ability to manipulate, analyze and interpret data.
- Knowledge of trends, resources, and information related to Human Resources and volunteerism.

ORGANIZATIONAL EXPECTATIONS OF STAFF

- Follow organizational policy and procedures and practice a culture of honor.
- Communicate clearly with peers, co-workers, and team members.

- Set the tone on reliability, attendance, high-performance, and what it means to be an I AM Ready™ Christian, emotionally, spiritually, and physically to all volunteers.
- Spend minimally one planned, full day per month, away from the office, seeking God's face for direction, guidance, support, and relief for the role. Spend time in the word and prayer with God for spiritual instruction, growth, and rest.
- Attend all of ADRN's emotional, spiritual, and physical training to understand the depth of what ADRN offers churches and volunteers.
- Minimum of 40 hours per week.

ETHICAL STANDARDS: ADRN has a reputation for conducting its ministry and activities with integrity and in accordance with the highest ethical and biblical standards. All employees of ADRN must be committed to the Lord Jesus Christ, in accordance with the Bible and with ADRN's Statement of Faith. The authority for determining these standards for ADRN shall be the Board of Directors working in consultation with the Executive Director, applying their interpretation of the standards set forth in the Bible.

ADRN does not discriminate against any employee or applicant on the basis of race, color, sex, national origin, age, physical or mental disability, veteran status, genetic information, or any other protected status.