

JOB ANNOUNCEMENT

Job Title: Human Resource Director
Supervisors: Elder D. C. Edmond/Dr. W. T. Cox
Status: Part-Time
Condition: Regular
Location: Work from Home (Will be required to physically attend monthly staff meetings and occasionally come to office when needed)

QUALIFICATIONS:

Must have a strongly expressed commitment to Jesus Christ and the teachings of the Seventh-day Adventist (SDA) Church as evidenced by regular SDA Church Membership.

- Minimum college degree in human resources preferred. Will consider degree in business, management, or other related field.
- SHRM certification is a plus, but not required.
- Minimum of five years of office experience. Preferably in human resources. Other experiences will be considered.
- Excellent skills in writing and oral communication.
- Excellent customer service and interpersonal skills.
- Organizational management
- Must possess an excellent working knowledge of various software including Microsoft Office Suite and Adobe Pro.
- Team player.
- Ability to work independently, when needed.

BRIEF DESCRIPTIONS:

- Attend in-person monthly staff meeting. Available to come to the office, when needed.
- Respond to employees' inquiries regarding benefits, via telephone and/or email.
- Stay informed and up to date on employee benefits.
- Communicate all human resources/benefit changes to employees.
- Conduct onboarding for new employees, including Orientation of Benefits. Can be done via Zoom. May be needed to assist with E-Verify process.
- Support office staff, when needed.
- Other related duties as assigned by the supervisor(s).

SALARY

Commensurate with education and experience.

START DATE

October 2, 2023

HOW TO APPLY:

Submit resume to: Elder Dana C. Edmond at Dana.Edmond@adventistregionalministries.org

Regional Conference of SDA participates in E-Verify.

*****We are an Equal Opportunity Employer*****